

## EVENING PROGRAM MONITOR

### DEFINITION

Under general supervision of the Dean of Instruction to assist faculty and staff working in the evening and Saturday program; to assist students; and to prepare daily reports describing activities of the evening and Saturday program.

### SUPERVIISON RECEIVED AND EXERCISED

Receives general supervision from a college manager.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Monitor evening and Saturday classes and activities by walking the campus grounds and buildings.

Post class cancellation notices.

Prepare nightly written reports which describe the evening's activities.

Assist faculty and staff in performing their duties.

Assist students in locating instructors, class rooms or college offices.

Recognize and report potential safety or hazardous situations.

Train and supervise student assistants.

### QUALIFICATIONS

#### Knowledge of:

School or college programs and services

Potential safety or hazardous situations

#### Ability to:

Work independently with minimal supervision

Assist faculty and staff to perform their duties

Provide supervision and training for student aides

Write daily reports on evening/Saturday program activities

Establish and maintain cooperative working relationships with faculty, staff and students.

Analyze situations and respond appropriately.

#### Experience and Training

Any combination of training and experience which would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

#### Experience:

Two years experience working on a school or college campus, preferably in an evening or extended day program, or equivalent.

Training:

Equivalent completion of twelfth grade.