

ADULT EDUCATION PROGRAM MONITOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the monitoring of classroom activities for evening and Saturday Adult and Continuing Education classes offered by Ulster County BOCES. Custodial Maintenance personnel are available within the facility for an incumbent to call in the event of an emergency and/or incident requiring immediate action. The work is performed under the general supervision of the Adult Education Assistant or higher level employee with leeway allowed for the use of independent judgement in carrying out the details of the work. Supervision is not normally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Makes sure that classroom doors have been opened for evening and Saturday classes;

Ensures the proper use of classrooms, corridors, and rest rooms by students during class hours by students;

Assists students in finding their classrooms;

Reports unusual incidents to supervisor and keeps proper documentation of such;

Notifies custodial personnel of any basic maintenance needs requested by instructors;

May provide instructors with access to audio-visual equipment and other special requests;

May notify custodial personnel when handicapped entrances need to be opened;

May notify supervisor of inclement weather conditions for a determination of closing the facility.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to get along well with others; ability to use good judgment; ability to keep accurate records; familiarity with classroom routine; observant; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None.

ULSTER COUNTY
0128 ADT ED PM
Classification: Competitive
0126 ADT E P PT
Classification: Non-Competitive

Adopted: December 19, 2002
Revised: September 5, 2003