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| TITLE | Student Monitor |
| REPORTING | Director of Student Services |
| LOCATION | Ortega campus |
| TYPE OF POSITION | Full-Time, Non-Exempt, Open until filled |

OVERVIEW

The Lycée Français de San Francisco (LFSF) is seeking a Student Monitor for our San Francisco Ortega Campus that shares our values and commitment to our students and community.

Located in San Francisco, LFSF is a French Immersion, independent, co-educational, college preparatory day school of 880 students in grades preK-12. For more information about our school, please visit: www.lelycee.org

RESPONSIBILITIES

- ☐ Welcome students in the morning,
- ☐ Supervise students during lunch and after school (lunch rooms, courtyard, hallways...),
- ☐ Supervise classes when teachers are absent or during free periods,
- ☐ Help the students with their school work in cooperation with the teachers,
- ☐ Control that students take their respective bus,
- ☐ Monitoring attendance and tardiness of students,
- ☐ Maintain security and order,
- ☐ Implement mediation proceeding (listen to the students, help resolve conflicts, assist the students in finding the right persons to talk to...),
- ☐ Report incidents,
- ☐ Make sure students keep the common areas clean (lobby, hallways, locker areas, student lounge, courtyard),
- ☐ Take part in the school life by being involved in its bodies (student council, internal rule committee, solution team...) and by offering educational activities to the students,
- ☐ Handle the replacement sheet,
- ☐ Other duties as considered applicable to the Student Services' office may be added.

QUALIFICATIONS

- ☐ Bilingual English/French Preferred
- ☐ Effective in communicating with parents and children
- ☐ Ability to work well within a team and independently
- ☐ Demonstrated ability to anticipate and solve problem in a timely manner
- ☐ Personable, and understanding, dependability and reliability
- ☐ Able to sit or stand for extended periods of time
- ☐ Able to lift supplies and materials weighing up to 25 pounds.

Start Date: August 23, 2021

Status: Non-Exempt, Full-Time

Location: LFSF campuses with the administrative office located at 1201 Ortega St. San Francisco.

Salary is commensurate with level of education and experience.

Excellent benefits package which includes vacation, paid holidays, medical and dental insurances, long term disability and retirement plan.

To apply for this position, please visit: <https://www.lelycee.org/about/jobs>

The Lycée Français de San Francisco is an Equal Opportunity Employer. All qualified applicants are encouraged to apply. Employment contingent upon successful completion of a background investigation. Direct candidates only. This position does not include any relocation assistance. No phone calls, please.