



# Crowden

*Music changes everything*

## Part-Time Yard and Classroom Monitor

*November 13, 2020*

Crowden Music Center seeks a part-time yard and classroom monitor to begin in December 2020. Regular hours are Tuesday, Wednesday, and Thursday from 7:30AM to 1:00PM.

### **BACKGROUND:**

Crowden Music Center in Berkeley is a non-profit organization that combines music and education to nurture, develop, and inspire students of all ages. Founded in 1983 by Scottish violinist Anne Crowden, today Crowden serves an annual audience of 12,000 with a rich array of workshops, events, and concerts. Each year, more than 1,600 music students of all ages and levels of ability participate in Crowden's private lessons, music classes, ensembles, and summer programs. Crowden's flagship program is The Crowden School, the first of its kind in the nation: a coeducational day school for grades three through eight that provides a distinguished education with chamber music at the core. In addition, Crowden is an active center for music rehearsals, performances, and recitals for students and professional musicians. It plays an important role in music education in the greater San Francisco Bay Area.

### **POSITION SUMMARY:**

In support of The Crowden School's [COVID-19 Response Plan](#), The School has created the position of Yard and Classroom Monitor. The person in this position will support the School Leadership Team and the COVID-19 Liaison by monitoring the behavior of students during break and recess times, and by acting as an on-campus classroom monitor when a teacher is teaching remotely.

### **DUTIES AND RESPONSIBILITIES:**

- Patrol and supervise assigned areas of campus, assuring students are safe, orderly, and within supervised areas.
- Enforce campus rules; inform and remind students of acceptable school behavior including social distancing and the wearing of face coverings.
- Personally observe health and safety regulations.
- Assist in distributing and putting away playground equipment as needed, and in compliance with COVID-19 policies.
- Intercede in potential problem situations between students; provide assistance to staff in maintaining discipline among students.

- Escort ill or injured students to the designated isolation room as necessary.
- Manage and monitor student break schedule.
- Assist with student arrivals and dismissals, conducting symptom checks and administering symptom screening questions as requested.
- Conduct routine sweeps of the campus to ensure student compliance with school policies and regulations.
- Contact parents or emergency contacts as requested to report an on-campus illness or injury.
- Report any student-related accidents to school administrators as needed, and complete required accident or incident forms.
- Assist the COVID-19 Liaison with following-up on confirmed cases of COVID-19.
- Post new COVID-19 signage as information is updated.
- Assist in wiping down heavily trafficked area.
- Other duties as assigned.

#### **QUALIFICATIONS:**

- Basic understanding of and personal commitment to the importance of social distancing and use of face coverings in preventing the spread of COVID-19.
- Experience supervising school age children.
- Interpersonal skills using tact, patience, and courtesy.
- Patience and a receptive attitude towards children.
- Cross cultural awareness and sensitivity.
- Oral and written communication skills.
- High school graduate or equivalent.
- Employment dependent on satisfactory completion of background check and TB test.
- Weekly testing for COVID-19 is required; testing provided on-site by Crowden Music Center.

**COMPENSATION:** Hourly pay rate commensurate with experience.

**TO APPLY, Send cover letter and resume to:**

Marion Atherton  
 Chief Operating Officer, COVID-19 Liaison  
 Crowden Music Center  
 1475 Rose Street  
 Berkeley, CA 94702  
[matherton@crowden.org](mailto:matherton@crowden.org)

Position open until filled. No phone calls please.

*The Crowden Music Center is an equal opportunity employer and does not discriminate on the basis of race, religion, ethnic background, gender identity, disability, or sexual orientation. Applicants from diverse backgrounds are strongly encouraged to apply.*