

## **Frenchtown School District**

### **JOB DESCRIPTION**

#### **HIGH SCHOOL STUDY HALL MONITOR**

##### **QUALIFICATIONS:**

1. Demonstrated successful experience working with students.
2. Evidence of ability to be firm but kind, caring but consistent, patient and vigilant.
3. Evidence of ability to accept direction from supervising teacher(s) and work as a team member with other professionals.
4. Evidence of ability to write concise observational data, maintain a log, record computerized data and maintain behavior charts.
5. Evidence of ability to be resourceful and try options in explaining educational assignments to students.
6. Proven record of interpersonal skills with students and coworkers.
7. Proven record of good organizational skills, punctuality and responsibility.
8. Evidence of understanding of and willingness to abide by confidentiality policy and practice of the district.
9. Other qualities as deemed appropriate.

##### **PERFORMANCE RESPONSIBILITIES:**

1. Ability to maintain a quiet study environment.
2. Ability to maintain an effective and positive classroom environment
3. Ability to manage student behavior and implement appropriate classroom management
4. Knowledge and compliance with the disciplinary procedures of the school district Tutors students when requested.
5. Ability to adhere to and implement Board and school policies and procedures.
6. Monitor student parking lot.in the morning
7. Other responsibilities and duties as assigned by the Building Principal

##### **IMMEDIATE SUPERVISOR:**

Building principal, In addition, a study hall monitor, as are all district employees, is under the general supervision of the District Superintendent.

##### **TERMS OF EMPLOYMENT:**

Salary, benefits, and other working conditions as negotiated by the Frenchtown Public Schools Board of Trustees and the Frenchtown Classified Association (FCA).

**It is the prerogative of the District to assign staff so as to best meet the needs of the District.**

##### **EQUIPMENT USED:**

Computer, calculator, copier, telephone/voice mail, fax.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside, but some duties will be performed outside, including parking lot duties, etc. The employee must be able to meet deadlines with severe time constraints. The employee is directly responsible for safety, well-being, and work output of students.

The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit, walk, and stand; twist at neck and waist; kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 20 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*