

Position Title: Hall Monitor

Reports to: Campus Principal

Wage/Hour Status: Instructional Support Pay Grade 3

Education: High School diploma or USA equivalency
Valid educational aide III certification

Experience: Two years of working with children (preferred)

Position Function/Purpose:

Supervise and monitor students in order to maintain a highly structured and orderly environment. Work under the general supervision of the principal and immediate direction of assistant principals to provide a safe and secure learning environment.

MAJOR RESPONSIBILITIES:

1. Assist in student supervision throughout the school day.
2. Assist in building relationships with students to create a positive school culture.
3. Monitor students in the gym, cafeteria, and hallways throughout the school day including morning and afternoon dismissal times.
4. Monitor students during whole school class changes.
5. Escort specific students to needed areas such as office areas, guidance, and to class as needed.
6. Cover in classrooms in the event that a substitute teacher is not available to sub for an absent teacher.
7. Perform bus duty, car line duty, gym duty, lunch duty, lunch detention, and ISS when needed throughout the school day.
8. Serve as chaperone on field trips.
9. Perform other duties as assigned.

Qualifications:

- Ability to work well with students, faculty and parents.
- Knowledge and understanding of children.
- Ability to be flexible.
- Self-motivated.
- Ability to follow verbal and written instructions
- Ability to use personal computer

SUPERVISORY RESPONSIBILITIES:

Directly supervises none.

QUALIFICATION REQUIREMENTS:

Must have communication skills in written and spoken English.
Must have basic computational mathematics skills.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Posture: Prolonged walking, standing; kneeling, squatting, bending, and stooping; *frequent driving; moderate grasping/squeezing, wrist flexion/extension, and reaching*

Motion: Frequent walking and physical movements

Lifting: Frequently light lifting (less than 15 pounds); occasional moderate lifting or carrying (15-44 pounds)

Environment: Work outside (exposure to sun, heat, cold, and inclement weather) and inside; frequent exposure to noise; frequent districtwide and statewide travel; frequent prolonged and

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____