

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Study Hall Monitor /Attendance Clerk

FLSA: Exempt

GENERAL SUMMARY

Provides responsible monitoring of all students assigned to the study hall. Maintains accurate accounting of student attendance and ensures that all required reports are submitted to the appropriate persons in a timely fashion. Assists students with class work and ensures that students adhere to the school behavior code as expected. Communicates directly with teachers concerning student assignments. Contacts parents/guardians to discuss absences and plans for remediation. Performs a variety of functions to promote the orderly conduct of students and to enhance the District's educational environment. Reports to the Principal.

ESSENTIAL FUNCTIONS

Monitors the study hall; enforces District rules and promotes the orderly conduct of students to enhance the District's educational environment. Coordinates related support activities and schedules.

Provides teaching assistance such as reinforcing skills, completing roll call and student counts; administering make-up tests, etc. Assists teachers by supporting academic instruction and classroom activities.

Performs accurate and complete compilation of attendance records of all students within the school.

Contacts parents/guardians to discuss absences and plans for remediation.

Provides general information to administrators and responds to other requests as required.

Maintains files on study hall related disciplinary incidents and actions.

Serves as a mentor to students. Directs students to guidance counselors or school administrators as appropriate.

Performs clerical duties associated with office activities, such as typing, preparing copies, screening incoming calls and mail, etc.

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

A High School Diploma and one to two years of experience in education or working with juveniles. Must meet the District's Basic Skills Test Requirements. A good knowledge of and understanding of child growth and development. Proficient in computer and word processing software; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge:

Thorough knowledge of school District policies and procedures pertinent to the duties of the job. Thorough

knowledge of handling discipline and working with students. General knowledge of student schedules and typical workloads. Strong knowledge of attendance policies and attendance tracking software and procedures. Knowledge of clerical activities and procedures. Knowledge of basic clerical functions and modern office procedures and equipment. Knowledge of mentoring and counseling methods.

Skills/Effort:

Ability to coordinate student activities and schedules. Strong written and verbal communications skills necessary to handle difficult and emotional situations. Skills in organization and maintenance of records and files. Ability to keep abreast of current policies and procedures. Ability to make decisions in non-routine situations requiring good judgment. Ability to accurately record and distribute student attendance records. Ability to establish and maintain effective working relationships with students, teachers, parents and other individuals/groups with interest in the District. Possesses the skill needed to counsel and assist juveniles. Ability to handle disciplinary actions and disruptions.

Working Conditions:

Conducts duties in an office environment with some exposure to environmental conditions, primarily due to the outside supervision of students. Physical demands are restricted to office work requiring the lifting/moving of items weighing up to 25 pounds. Occasional local travel may be required; no overnight travel is required. Job requires the operation of standard office equipment.

Responsibility:

No direct budgetary responsibility.
Responsible for supervising assigned students.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____
_____ Date: _____
_____ Date: _____