



## JOB DESCRIPTION

|                           |                    |
|---------------------------|--------------------|
| <b>Job Title</b>          | Door/Hall Monitor  |
| <b>Department</b>         |                    |
| <b>Reports To</b>         | Building Principal |
| <b>Classification</b>     | Hourly Classified  |
| <b>Location</b>           |                    |
| <b>Salary</b>             | On Schedule        |
| <b>Length of Contract</b> | School Year        |

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Door/Hall Monitor assists in providing a safe and secure environment for staff and student by monitoring entry door and hall traffic and ensuring that building entry safety and security protocols are followed.

## Essential Job Functions

- Greets and positively identifies all building visitors
- Monitors door and hall traffic during busy entry and exit times to ensure only appropriate students and staff are entering the building
- Works with the building secretary to assess visitors' purpose for visiting
- Ensures all visitors follow building security protocol and sign in procedures
- Holds students and visitors accountable for school policies
- Supervises students and addresses behavior as necessary
- Maintains policies on attendance, food/drink, behavior, passes, etc.
- Maintains accurate records as required
- Communicates with principal, school resource officer, and safety coordinator as needed
- Immediately alerts building staff and other appropriate parties regarding any concerns
- Attends all District required trainings including; NVCI, CPR, AED/First aid

## Ancillary Job Functions

- Assists with general clerical, recordkeeping, and other tasks as directed
- Performs other related duties as assigned

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED
- Experience working with elementary age children

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience or educational background in security, loss prevention, and/or law enforcement

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to communicate effectively with visitors, students, and school personnel
- Ability to develop and implement enforceable school rules with students and visitors
- Ability to anticipate problems and disruptive situations and to diffuse the problem
- Knowledge of school safety and security protocols
- Demonstrates an understanding and use of equitable and culturally responsive practices

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school environment and moderate noise levels.

**Physical Requirements** – The physical demands described below 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 essential functions.

- May be required to move fast on one's feet to cover areas that need help
- Regularly required to talk and listen
- May be required to sit for extended periods of time