

## POSITION DESCRIPTION

### POSITION TITLE: SECONDARY HALL MONITOR

I. ACCOUNTABILITY OBJECTIVES: Responsible for student supervision in school commons along with halls, delivery of student messages, attendance summons, campus cleanup, lunchroom supervision, attendance detention monitoring, and hall monitoring.

II. POSITION CHARACTERISTICS:

Salary: On schedule  
Length of contract: 180 days

III. POSITION RELATIONSHIPS:

Reports to: Building Administrator(s)  
Coordinates with: Building staff, students  
Type of coordination: As directed by administrator or others with coordination responsibilities.

IV. POSITION QUALIFICATIONS:

A. Desired experience and training: Graduation from high school including or supplemented by training in safety and basic first aid; experience working with teen-age students.

B. Special requirements of the position:

- ✓ Ability to establish and maintain effective public and working relationships
- ✓ Ability to relate to students in a manner to elicit their cooperation
- ✓ Ability to understand and effectively carry out instructions
- ✓ Ability to exercise mature judgment in controlling student behavior
- ✓ Ability to work outdoors in inclement weather and adapt to a variety of situations.

V. POSITION RESPONSIBILITIES:

- A. Monitors halls, lunchroom and entire building for rules compliance.
- B. Delivers messages to students by summoning students to office.
- C. Monitors campus cleanliness and takes responsibility for campus grounds.
- D. Monitors noon and after school attendance detentions.
- E. Checks for students smoking on or around campus.
- F. Delivers student messages.
- G. Other duties as assigned by administration.