



## **JOB DESCRIPTION** **Hall Monitor – High School**

### **JOB DESCRIPTION:**

The Hall Monitor, under the direct supervision of the Principal/Assistant Principal, monitors hallways to ensure students report to assigned classrooms on time for scheduled subject matter.

### **EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma OR GED

### **ADDITIONAL REQUIREMENTS:**

- None

### **KNOWLEDGE / SKILLS / ABILITIES:**

- Demonstrates a mature, responsible attitude necessary for the position
- Ability to work in a positive manner with children
- Ability to communicate effectively with students and peers
- Ability to defuse confrontational situations

### **DUTIES AND RESPONSIBILITIES:**

1. Directs students to the correct classrooms.
2. Escorts students as necessary to their classroom or the administration office when students arrive late, or are wandering in the halls after the late bell has rung.
3. Assists teachers in removing students that are disrupting the class and escort such students to the administration office for corrective action.
4. Verifies the authenticity of hall pass in possession of students in the hall after the second bell has rung. If in doubt of authenticity of pass, escorts student to the administration office where administrators will take appropriate action.
5. Maintains communication via portable radios with the administration office and other hall monitors.
6. Inspects restrooms to ensure students are not loitering or damaging facilities. (Assistance will be requested of person of the opposite sex restroom inspections.)
7. Reports all damage or writing on the walls to the administration office.
8. Takes students caught damaging the restroom facilities to the administrative office for action.
9. Monitors the arrival and departure of school buses to ensure that students arrive and depart safely.
10. Monitors the courtyard during all lunch breaks.
11. Substitutes for classrooms that are lacking a teacher until relief arrives.
12. Takes appropriate action to defuse any actions taken by students to initiate a confrontation.
13. The foregoing statements describe the general purpose and responsibilities assigned to this job and do not represent an exhaustive list of all responsibilities, duties, and skills that may be required.

### **WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to communicate, reason, understand verbal instructions, coordinate, and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry moderate weight (15-44 pounds), stand, walk, climb stairs, ramps, hear, speak, work outside and inside, work with extreme noise on occasion, slippery and uneven surfaces.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Portable walkie-talkie radio

**Paraprofessional Pay Grade: 2**

**Salary Range: \$8.72 min./ \$10.90 mid./ \$13.08 max.**

**Days: 185**

**Wage/Hour Status: Nonexempt**

**Updated: August 14, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*