



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

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The Study Hall Monitor under the direct supervision of the Principal/Assistant Principal, assumes responsibilities for the preparation and management of classroom activities for the students assigned.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED.

**ADDITIONAL REQUIREMENTS:**

Skills testing may be required

Must be eligible for state certification (required if hired)

**KNOWLEDGE / SKILLS / ABILITIES:**

- Demonstrates a mature, responsible attitude necessary for the position.
- Ability to work with students, teachers, and parents in a positive manner.
- Ability to communicate effectively with students and teachers.

**DUTIES AND RESPONSIBILITIES:**

1. Supervises study hall classes as assigned during the school day.
2. Monitors the classes and assists students in securing information necessary for completion of assignments.
3. Assures that all students assigned to this class come prepared each day.
4. Assists other clerical staff members as assigned by the administration provided that these additional assignments do not interfere with supervision of assigned students.
5. Receives work assignments from teachers and returns completed work to teachers.
6. Makes copies of work as needed.
7. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to communicate (verbal and written), read, coordinate, and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry light weight (under 15 pounds), sit, stand, walk, hear, speak, and maintain visual acuity. Work alone for prolonged periods of time.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic office equipment

**Paraprofessional Pay Grade: 2**

**Days: 185**

**Wage/Hour Status: Nonexempt**

**Updated: May 16, 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.*