



Job Title: **Hall Monitor**

Department: **Middle Schools/High Schools**

Supervisor: **Principal**

Lane Placement: **ESP Lane 3**

Schedule: **Varies / 180 days** Evaluation Group: **JCES 8**

FLSA Classification: **Non - Exempt**

### JOB DESCRIPTION

Under the supervision of the school Principal, the Hall Monitor watches assigned areas of the school campus for student behavior problems and works closely with administration to properly handle problems as they arise. Incumbent also notifies administration of unauthorized persons in the building or on schools grounds.

### ESSENTIAL FUNCTIONS

- Monitors student behavior and rule observance in corridors, parking lots, rest rooms, and assembly areas.
- Refers students with behavior problems to proper authorities.
- Notifies administration of unauthorized persons on campus.
- Responsible for supervision of corridors and parking lots during class hours.
- Predictable and reliable attendance.

During times of state and district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Six months prior work experience preferred.
- Requires references demonstrating dependability and integrity.
- Must demonstrate basic competence in read, writing, and math.
- Requires ability to gain cooperation of students. Remembers names and faces.
- Communicates and relates well to staff, administration and public.

- Knowledge of all rules and regulations.
- Requires ability to work independently.
- Requires ability to make decisions. Decisions include whether or not rules are being broken and when to report infractions to administrators.
- Requires ability to work with problem students.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**PHYSICAL REQUIREMENTS---Not limited to the following:**

- Activities may involve outdoor work in all weather conditions.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

*Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 06/10/2020