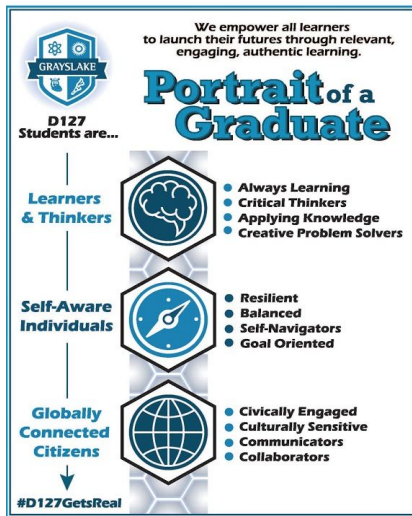


# Hall Monitor

## Job Description



**LOCATION:** Assigned Building

**DEPARTMENT:**

**REPORTS TO:** Assistant Principal for Student Services

**TERM:** 10 MONTH FULL TIME POSITION GEA

### POSITION SUMMARY:

A Hall Monitor ensures the safe, smooth and efficient operation of the general school environment and performs work as required or assigned by the Principal and Deans of Students.

### QUALIFICATION - EXPERIENCE – KNOWLEDGE:

- High School diploma/GED is required. Associate's degree or other college work preferred.
- Previous experience in a school setting preferred.

### ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned)

- Implements standard school safety and security activities as directed by supervisor
- Assist security personnel and the deans with the monitoring student movement and behavior throughout the school day
- Inform appropriate school personnel of ongoing student behavior and behavior related issues
- Assist with the control of disruptive students
- Escort and assist students to assigned areas

## **SKILLS REQUIRED:**

The requirements listed below are representative of the skills, abilities and demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Ability to perform several tasks concurrently under varying deadlines
- Ability to exercise tact, good judgment, and initiative in dealing with students, faculty, and the public
- Good understanding of school district rules and school procedures related to student conduct and facility utilization
- Ability to communicate clearly and concisely, both orally and in writing including clear, polite telephone communication skills
- Ability to work efficiently under minimum supervision
- Frequently required to actively walk throughout the school campus and stand for extended periods of time
- Ability to identify sensitive information and maintain confidentiality

**PHYSICAL REQUIREMENTS:** Employees in this position must have the ability to sit for extended periods of time; enter data into a computer terminal/typewriter; operate standard office equipment; use a telephone; see and read a computer screen and printed matter with or without vision aids, hear and understand speech at normal levels and on the telephone; speak so that others may understand at normal levels and on the telephone.

**WORK ENVIRONMENT:** The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing and/or pulling and significant finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing.

**FLSA STATUS:** Non-Exempt

The individual(s) currently holding this position may perform additional duties and additional duties may be assigned. There will be an annual performance evaluation for this position performed by the assigned supervisor.

*Grayslake High School District 127 is an Equal Opportunity Employer. It is the policy and practice of District 127 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 127 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. The District has a policy of active*

*recruitment of qualified minority teachers and non-certificated employees. Any individual needing assistance in making application for this position should contact the office of the superintendent.*