

**AVON LAKE CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **STUDY HALL MONITOR**

**FILE 511**

**Reports to:** Principal

**Job Objectives:** Supervises students during study periods.

**Minimum Qualifications:**

- High school diploma or GED.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Valid Ohio Department of Education Permit appropriate for the assignment.
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technological advances and workplace innovations that support job functions.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation as defined by law may be made to enable a qualified individual with a disability to perform essential functions.

- Determines seat assignments. Takes attendance. Upholds study hall rules.
- Prohibits other students from loitering near the room entrance.
- Upholds board policies and follows administrative procedures.
- Promotes professionalism. Supports community partnerships that enhance district programs.
- Maintains high standards and upholds the student conduct code. Keeps the principal informed about persistent behavior problems.
- Promotes the proper use and care of school property. Controls student access to lockers, toilet rooms, etc.
- Authenticates student requests to go to the library, guidance office, meet with teachers, etc. Keeps track of the location of each student assigned to the study hall.
- Ensures that students have books and classroom assignments. Maintains a positive learning environment. Helps students with questions.
- Provides guidance, communicates expectations, and shows an interest in student progress.
- Promotes academic success as an important priority for all students.
- Maintains accurate records and submits reports on time.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure safety. Does not leave students unsupervised. Watches for conduct that may indicate a problem. Works with staff to eliminate unacceptable behavior.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities Required:** The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.

- Accepts responsibility for personal decisions and conduct.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Completes paperwork accurately. Verifies and correctly enters information.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises tact and self-control when dealing with other individuals.
- Maintains an acceptable attendance record and is punctual.

**Working  
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance  
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Avon Lake City School District Board of Education.

The Avon Lake City School District Board of Education is an equal opportunity employer. This job description summary is subject to modifications in response to funding variables, new technologies, revised operating procedures, productivity factors, and unforeseen events.

