

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4  
Champaign, Illinois

Title: Hall Monitor

Qualifications:

1. Ability to work cooperatively with staff, students, and parents
2. Possess good human relations and communication skills

Reports To: Building Principal or Designee and Director of Security & School Safety

Supervises: N/A

Objective: To help the administration in charge of discipline carry out the functions of their office through monitoring student behavior outside the classroom and assisting in the classroom(s) when assigned.

Performance Responsibilities:

- A. Provides active daily supervision in designated areas as assigned by the Principal or their designee.
- B. Ensures a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations.
- C. Greets and directs authorized visitors to appropriate areas.
- D. Actively monitors assigned areas for the presence of intruders and other unauthorized individuals and takes appropriate action to report their presence and facilitate their departure.
- E. Operates a variety of security and safety equipment including metal detectors, security cameras, fire extinguishers, hand-held radios, etc. in a manner consistent with established District procedures.
- F. Assists with student crises, confrontations, incidents, etc. to promote a safe school climate.
- G. Maintains confidentiality and displays ethical and professional behavior in all matters related to student and families.
- H. Communicates to building administration all student-related concerns that arise and any details relevant to those situations.
- I. Assists the building administration by escorting students as directed.
- J. Assists the building administration and staff in enforcing all policies contained in the Student Code of Conduct.
- K. Assists the school administration and staff in promoting positive school/community relations.
- L. Participates in required training and professional development activities as directed.
- M. Performs other related duties as assigned.

Terms of Employment: Work year to be established by the Board of Education; salary and benefits as stipulated in the collective bargaining agreement

Evaluation: Performance will be evaluated by the Building Principal or his/her designee in accordance with the District's plan for evaluation of Educational Support Professionals (CESP)

FLSA Status: Non-Exempt

Status: Created August 13, 2008  
Last Revised (with CESP input and consent) June 29, 2022