

EVANSTON TOWNSHIP HIGH SCHOOL, District #202

www.eths.k12.il.us

JOB DESCRIPTION

Job Title: Student Management Personnel

Available Shift: Wed, Thurs, Fri - 8am-4pm and Sat, Sun - 12am-8am

Assignment/Location: Student Management Personnel/Safety Office

Reports to: Director of Safety

Experience/Skill Requirements/Qualifications:

1. Ability to address issues with faculty, staff, students and public tactfully
2. Knowledge of juvenile behavior patterns
3. Ability to react calmly during an emergency
4. Preparation of written reports and documents as needed
5. Ability to pass a series of required trainings
6. Previous related experience desired

Overall Job Duties:

This is a sensitive position working among all elements of school staff, faculty, and the public. The duties involve continuous contact with students in the school. Student Management Personnel are responsible for maintaining a quiet atmosphere in school corridors and cafeterias. Student Management Personnel are also responsible for maintaining student corridor traffic to prevent unnecessary disruptions during passing periods and during periods when classes are in session. General supervision is provided by the Dean of Students, however, Student Management Personnel must exercise independent good judgment and an unbiased attitude in working with the diverse student population. Student Management Personnel must be able to physically respond to situations where personal injury to a student or staff member is imminent. Student Management Personnel should provide assistance in the best possible manner without causing provocation or retaliation from a student/students. Student Management Personnel are reasonably successful in job assignments while refraining from touching or grabbing a student. Enforcing school rules and regulations are requirements for Student Management Personnel.

Essential Job Functions:

1. Provide supervision in school corridors during passing periods and regular class time
2. Request authorized pass from persons (non-staff) moving through corridors during non-passing periods
3. Report and document acts of misbehavior or unauthorized presence in assigned areas
4. Respond to security codes involving fire evacuation, weather alert, etc.

5. Assist ill or injured persons, notify appropriate personnel
6. Provide supervision in school cafeterias during lunch periods. Establish positive relationships with students frequenting the cafeterias in order to facilitate identification (involving situations positive or negative).
7. Maintain watch on fire alarm stations
8. Report incidents of vandalism to school property to Safety Office, ext. 7500
9. Report emergencies involving fighting and/or fire to Safety Office, ext. 7500
10. Perform auxiliary Student Management Personnel duties as prescribed by supervisor
11. Utilize non-violent crisis intervention

Physical Job Requirements:

1. Endurance
 - a. Stand: continuously for 3-4 hours at minimum
 - b. Run: continuously for 2 minutes
 - c. Climb: climb and descend stairs every day, throughout the day
 - d. Walk: continuously walk for a minimum of 2 hours
2. Carrying
 - a. 10 pounds frequently
 - b. 20-30 pounds occasionally
3. Lifting
 - a. 10 pounds frequently
 - b. 20-30 pounds occasionally

Applicants must be able to perform the following repetitive motions as required by their duties: Crawl, Balance, Crouch, Kneel, Squat, Twist, Push, Pull, Bend, Climb, Reach, Stoop, Grasp

Applicants will be exposed to inclement weather and may be required to perform their duties in extreme cold and hot weather conditions

TERM OF EMPLOYMENT: 10 months

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