

**EVANSTON TOWNSHIP HIGH SCHOOL
DISTRICT 202
1600 DODGE AVENUE
EVANSTON, IL 60204
JOB DESCRIPTION**

POSITION: Study Hall Specialist – Category 3

REPORTS TO: New Student Transition Coordinator, Student Services
Department

Purpose Statement:

Provide student-centered excellent customer service to students, faculty, staff, and parents/guardians, participate in the efficient operation of the office and educational environments, ensure smooth communication with colleagues, and facilitate accurate student records for every student in the district. In addition, the Study Hall specialist will work closely with the Student Services Department team members in providing student supports.

MINIMUM EXPERIENCE AND EDUCATION:

- Prior experience working with adolescents
- Ability to maintain attendance records
- Ability to get along with a diverse group of adolescents
- Able to create a classroom environment conducive for studying.
- Excellent organizational and communication skills (verbal and written)
- Demonstrate aptitude and competency for assigned responsibilities
- Ability to work with minimal supervision

SKILL REQUIREMENT/QUALIFICATIONS/KNOWLEDGE:

- Experience working with and cultivating positive relationships with diverse groups of young adults and effectively managing inappropriate social behavior
- Experience working with teenagers and effectively managing inappropriate social behavior
- Demonstrate the ability to deal with a variety of situations

ESSENTIAL JOB FUNCTION:

- Supervise students in study halls
- Monitor student attendance
- Able to utilize classroom management skills.
- Keep accurate attendance and report absences to grade level dean
- Strong proficiency in Microsoft Office (Outlook, Excel and Word) and Google Applications
- Ability to engage with diverse members of the ETHS administration, faculty, staff, students and Evanston community, collaboratively, tactfully and courteously at all times.
- Inform the grade level dean when there are student concerns
- Provide daily assistant (1st period) in the ETHS Testing Center Monitor
- Participate in professional development/in-service
- Utilize the Time Clock twice a day
- Arrive to classes and duties on time
- Study Hall Substitute (as needed)
- Testing Center Monitor Substitute (as needed)
- Homework Center Assistant (as needed)
- Other duties as assigned

WORK ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching and/or crawling and significant finger dexterity. Generally, the job requires sitting, walking, and standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

TERM OF EMPLOYMENT:**10 Month (185 days)**

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(05/24/2021)