

**BLOOMINGTON PUBLIC SCHOOLS, SCHOOL DISTRICT 87**  
**Position Description**

Job Title: Hall Monitor  
Location: Varies  
Reports To: Assistant Principal

**Job Summary:**

Performs supervision to maintain a safe and secure environment in school buildings.

**Job Duties:**

**= Essential Duties**

- \* Communication - Communicates with administration about current developments and problems, initiates problem solving with the person(s) involved, and refrains from participation in rumors or gossip.
- \* Interpersonal Skills - Responds to requests in a prompt and courteous manner, shows respect for others in all encounters, promotes an atmosphere of teamwork by establishing and maintaining productive working relationships, and accepts feedback non-defensively.
- \* Dependability - Arrives to work on time, abides by break and lunch rules, follows established practices for all leave requests, and does not allow non-work related interruptions to interfere with the completion of assigned duties.
- \* Safety - Follows established safety practices and completes all required safety training on an annual basis.
- = Daily supervision includes, but is not limited to, building entrances/exits, hallways, restrooms, classrooms, cafeteria, locker rooms, study hall, detention, bus lane, car lane, and areas where students congregate and move throughout the building.
  - = Security - Insures that a minimum of ninety (90) percent of each normal working day is devoted to providing a safe and secure environment for all students, the public, administrators, certified staff, and non-certified staff, and safeguards all buildings, furnishings, and apparatus contained within the school district from premature damage and misuse.
- = Assists with diffusing student incidents in accordance with district procedures and reports/documents incidents to administration.
- = Ensure students are in their appropriate area by checking passes and conversing with students about their movement in the school building.
- = Maintains calmness and order in the area assigned to supervise.
- = Maintains an appropriate and professional rapport with students, administrators, certified staff, non-certified staff, and the public.
- = Uses professional and appropriate language with students, administrators, certified staff, non-certified staff, and the public.
- = Dresses professionally for work with students, administrators, certified staff, non-certified staff, and the public.
- = Other duties – performs other duties as assigned.

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The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.

**Minimum Qualifications:**

- \* Minimum of a high school education or equivalent.
- \* Possess a valid driver's license or another form of state identification.
- \* Previous experience in an educational or institutional environment preferred.
- \* Must be able to work indoors and outdoors under a variety of environmental conditions.

**Approvals:**

Reviewed and Approved by:

\_\_\_\_\_  
(Administration)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Assistant Superintendent of Human Resources)

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(Date)