



Elgin Independent School District- Job Description

<u>Job Title</u> Hall Monitor		<u>Dept./School</u> Assigned Campus	<u>Reports to</u> Principal
<u>Pay Grade:</u> CP 1	<u>Days:</u> 187 Days	<u>FSLA Status</u> Non-exempt	<u>Date Revised</u> May10, 2023

Primary Purpose:

Assist campus leadership with hall way student behavior and attendance management.

Qualifications:**Education/Certification:**

High school diploma or GED Valid Texas educational aide certificate

Special Knowledge/Skills:

Ability to work well with children
Ability to communicate effectively

Experience:

Some experience working with children

Major Responsibilities and Duties:**Student Management**

Help supervise students throughout school day, inside and outside classroom. This includes hallway, lunchroom, bus, and playground duty. Keep campus administration informed of special needs or problems of individual students.

Other

Participate in staff development training programs to improve job performance. Participate in faculty meeting and special events as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment

Posture: Moderate standing; occasional kneeling, squatting, bending, and stooping

Motion: Moderate walking

Lifting: Regular light lifting and carrying (less than 15 pounds)

Environment: Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.