



Hays Consolidated Independent School District

Department of Human Resources

Job Title: Monitor II (Lunchroom Monitor / Crossing Guard)

Wage/Hour Status: Nonexempt

Reports to: Campus Principal

Pay Grade: AU04,170 days

Dept./School: Campus Assigned

Date Revised: April 2025

Primary Purpose:

Lunchroom Monitor: Work under minimal supervision to assist students in the cafeteria during lunch periods and assist children.

Crossing Guard: Work under minimal supervision to assist children and others to safely cross the street at assigned intersections during designated hours. Assist the campus administration with monitoring the perimeter security of the campus to include fence, gate and door checks. Assist the campus with student monitoring as needed. Complete any documentation as needed to support these job duties.

Qualifications:

Education/Certification:

Complete required traffic direction training within the first 30 days of employment

Special Knowledge/Skills:

Basic knowledge of traffic safety regulations

Ability to identify and respond quickly to traffic safety hazards

Ability to communicate instructions effectively to both children and adults

Ability to read, understand, and follow written instructions

Experience:

None

Major Responsibilities and Duties:

1. Monitor student behavior during lunch periods to ensure compliance with district and campus policy.
2. Monitor activity in gender-appropriate cafeteria restrooms.
3. Assist with orderly evacuation of students in the event of an emergency.
4. Assist children with infrequent needs such as unexpected illness or injury.
5. Assist with cafeteria clean-up, including table roll-away.
6. Attend training courses applicable to the responsibilities of the position.
7. Report accidents involving students and summon help.
8. Assist children and other community members to safely cross the street at assigned intersections during designated hours.
9. Identify potential traffic safety hazards and respond quickly to protect children and avoid incidents.
10. Ensure a smooth and expedient flow of both vehicular and foot traffic.
11. Follow and uphold district safety requirements and report traffic violations and student misconduct in accordance with district procedures.
12. Communicate safety and traffic rules to students and parents as needed.
13. Monitor visitor and student behavior as assigned to maintain order.

- 14. Correct unsafe conditions when possible and report any conditions that are not correctable to supervisor as soon as practicable.
- 15. Ability to maneuver and manage locks, doors, and gates to ensure that they are closed, secured and locked.
- 16. Ability to complete simple documentation of security checks.
- 17. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Handheld traffic signs, traffic cones, reflective safety attire, scissors

Posture: Prolonged standing

Motion: Constant walking, grasping/squeezing, wrist flexion/extension, reaching

Lifting: Light lifting (less than 15 pounds)

Environment: Work outside (prolonged exposure to extreme temperatures, sunlight, and humidity); constant exposure to noise and vehicle exhaust; work around moving vehicles and on slippery and uneven surfaces

Mental Demands: Maintain emotional control under pressure; work with frequent interruptions; may work alone

EEOC Statement:

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit-based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

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. Positions are extended annually based upon availability of funding.

Employee Name (please print)

Date

Employee Signature

Badge #