

Joliet Township High School District 204

Position Title: Cafeteria Monitor

Qualifications:

1. High School Diploma or equivalent
2. Good Health and physical fitness for patrolling buildings
3. Related experience to performance responsibilities
4. Such alternatives to the above qualifications as the Board may find acceptable

Reports To: Assistant Principal, Security Supervisor and Director of Safety & Security

Job Goal: Responsible for overseeing cafeteria during lunch sessions. Observe and monitor student activity. Provide direction and guidance for students, staff, and guests.

Performance Responsibilities

SCHOOL ENVIRONMENT

- Supervise cafeteria.
- Assist in escorting students to and from Deans' Offices as needed.
- Report to Deans and/or supervisors regarding problems arising related to school security.
- Appropriately intervenes in confrontations between students.

PROFESSIONAL RESPONSIBILITIES

- Establish a positive rapport with students, staff, and families.
- Engage in positive solution finding steps to resolve areas of concern.
- Consult with direct supervisor about areas of concern.
- Request direction, instruction, or guidance for new or unfamiliar tasks.
- Refer questions from families or community to the appropriate channels.
- Respect the legal and human rights of students, their families and school staff.
- Communicate information to the appropriate personnel in a timely manner.
- Maintain confidentiality of all information about students, families, etc.
- Carry out assigned duties responsibly and in a timely manner.
- Be prompt and regular in attendance.
- Abide by school district/building policies, rules and team standards in all areas.
- Maintain composure and emotional stability while working with students and staff.
- Work cooperatively with team members.
- Be flexible, willing to listen, experiment and make changes when needed.
- Demonstrate the ability to perform physical tasks associated with job.
- Perform other duties as assigned by supervisor.

Terms of Employment: 4 hours/day

Salary: Hourly rate to be determined

Evaluation: Performance on job responsibilities will be evaluated annually by the Supervisor in accordance with Board policy.