

Monitor - Behavior Hallway Support (Federal)

Job Description



JOB TITLE: Monitor - Behavior Hallway Support

DATE REVISED: September 13, 2024

REPORTS TO: Assigned Campus Administrator

DEPARTMENT/CAMPUS: Assigned Campus

PAY GRADE/DUTY DAYS: EA4, 184

FLSA: Non-Exempt

FUNDING INFORMATION: *This supplemental position is contingent upon funding from the ESSA Title I, Part A program. This position is 100% funded under the Title I, Part A program and will require time and effort in the form of semi-annual certification. In the absence of Title I, Part A funds, this position will be void.*

JOB PURPOSE SUMMARY:

The Behavior and Hallway Monitor ensures the safety and orderly conduct of students by monitoring hallways, common areas, and building entrances. This position provides behavioral support to students and assists with maintaining a positive and productive school environment, including the supervision of in-school suspension (ISS) as assigned.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Student Supervision & Safety:

1. Greet and build relationships with students, faculty, parents, and district personnel, providing assistance as needed.
2. Monitor hallways during class changes and lunch periods to maintain a safe and orderly environment.
3. Monitor building entrances, checking for identification and ensuring only authorized individuals enter the campus.
4. Design and implement tardy student escort plans, assisting students to class or the administrative office as necessary.
5. Coordinate and lead tardy sweeps to support attendance efforts.
6. Assist teachers and students with attendance procedures as needed.
7. Check hall passes during instructional time to ensure students are where they need to be.
8. Monitor and supervise in-school suspension (ISS) as assigned, ensuring students comply with behavior expectations while completing their work.
9. Assist in the supervision of students during assigned periods and provide behavioral guidance to ensure a positive and structured school environment.
10. Recognize students in crisis and communicate with administration to ensure appropriate interventions are implemented.

Behavior Management Support:

1. Participate in behavior and attendance check-in/check-out programs to monitor and support student compliance.
2. Assist with reinforcing behavioral expectations set by teachers or campus leadership.
3. Provide escort and/or assistance to students as necessary, including those with behavior concerns.

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4. Communicate with teachers, administrators, and support staff about student behavior and progress, offering feedback and recommendations.

Compliance:

1. Performs all duties and tasks in a manner consistent with all applicable policies, procedures, and practices within the Department and District, as well as with all local, state, and federal regulatory requirements.
2. Maintains relevant and up-to-date understanding, working knowledge, and proficiency of current best practices, as well as state and federal mandates for proper implementation and application of assigned duties.
3. Demonstrates applicable standards and practices of professional conduct and care in the performance of the job function, including, but not limited to, the educator's Code of Ethics and the employee handbook.
4. Monitors respective work activity, and the work activity of others, for variances and anomalies.
5. Identifies and reports timely any known or suspected compliance issues to appropriate personnel.
6. Adheres to all other District-wide policies and procedures, including, but not limited to, human resources, safety, and emergency protocols.

General:

1. Demonstrates support for the campus and district culture, as well as the Shared Vision, Mission, and Promise 2 Purpose.
2. Assists campus leadership in the compilation of miscellaneous confidential reports.
3. Consistently displays integrity, responsibility, accountability, teamwork, and ethics.
4. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols, and standard practices.
5. Participates in professional learning to support high-quality teaching, instructional coaching, and leadership growth.
6. Demonstrates proficient understanding of Google Suite, Microsoft tools, OneNote, and other relevant systems, tools, and software applicable to the job function.
7. Attends departmental and district meetings as required.
8. Maintains up-to-date job knowledge through continuous professional development.
9. Performs other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- High School Diploma or equivalent GED
- Experience working with children

CORE KNOWLEDGE, SKILLS & ABILITIES:

Interpersonal Skills – Exhibits the ability to excel in a team atmosphere, and works towards a common goal while adhering to applicable guidelines.

Initiative – Identifies opportunities and issues, and proactively acts and follows through on work activities to capitalize or resolve them.

Problem Solving – Identifies potential issues, sources for appropriate solutions by looking beyond the obvious, and applies effective methods for solving problems in support of the goals of the department and organization.

Time Management – Budgets, schedules, and manages own time to fulfill priorities effectively and efficiently.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position involves frequent exposure to an indoor climate controlled and outdoor non-climate controlled environment, frequent standing and walking for long periods of time, as well as frequent bending, stooping, reaching, lifting of objects up to 15 lbs, seeing, hearing and reading. Occasional typing using a computer keyboard, or similar device, mouse, and viewing a computer screen monitor.

EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: _____ Employee ID Number: _____

Employee Signature: _____ Date: _____

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