



JOB TITLE: Hallway Monitor
DATE REVISED: March 26, 20224
REPORTS TO: Campus Principal
DEPARTMENT/CAMPUS: Assigned Campus
FLSA: Non-Exempt
PAY GRADE/DUTY DAYS: EA2, 184

JOB PURPOSE SUMMARY:

Working under the direction of the principal and behavior staff, the Hall Monitor oversees hallway behavior and safety both during student transitions and within instructional periods.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Hallway Monitoring:

1. Greet Students, faculty, parents and district personnel, and provide assistance as needed in person.
2. Monitor halls during student transition to maintain a safe and orderly environment, including without limitation, arrival and dismissal, class changes, movement to and from specials, and lunch transitions.
3. Monitor the halls for students and help escort students to class or administrative office.
4. Monitor building entrances; check for identification.
5. Check hall passes during instructional time.
6. Monitor cafeteria halls during lunches.
7. Assist in delivering lunches to ISD/ISS students as requested.
8. Assist teachers and students as needed with attendance procedures.

Compliance:

9. Performs all assigned work activities in accordance with applicable standard procedures and protocols established by the department and District, and in accordance with applicable standards and requirements set forth by governing entities including, without limitation, State Board of Education, and Texas Education Agency.
10. Maintains relevant and up-to-date working knowledge and understanding of applicable compliance requirements as they relate to the scope of the job function.
11. Monitors respective work activity for variances and anomalies.
12. Identifies and timely reports any known or suspected compliance issues to appropriate personnel.
13. Participates, as assigned, in audits and in the preparation for audits, whether initiated internally or externally.
14. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

General:

15. Consistently demonstrates support towards the District's Shared Vision, Mission, and Promise 2 Purpose.
16. Assists department leadership in the compilation of miscellaneous confidential reports.
17. Attends departmental and District meetings, as required.
18. Consistently displays integrity, responsibility, accountability, teamwork, and ethics.

Hallway Monitor - High School Job Description

19. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols, and standard practices.
20. Maintains relevant and up-to-date job knowledge by participating in continuous education initiatives.
21. Demonstrates proficient working knowledge and understanding of Microsoft Excel, Word, and Outlook, Google Shared applications to include Google Sheets, Google Docs, and Google Slides, as well as database systems and applications relevant to the job function.
22. 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.

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:** _____