

Lewis-Palmer School District Position Description

Position Title: **Study Hall Monitor/Paraprofessional**
Department: School Site
Reports To: School Principal or designee

Days: Student Days
Non-Exempt

SUMMARY: Under general supervision, monitor behavioral and academic progress of students in study hall, discouraging inappropriate behavior while following all District policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES REQUIRE THE ABILITY TO:

- Maintain daily student attendance records in Study Hall.
- Monitor student academic progress to include grades, missing assignments, assignment due dates, etc.
- Motivate reluctant learners to complete assignments.
- Oversee student make-up work and missed tests.
- Communicate with appropriate staff regarding student academic progress.
- Have basic skills and knowledge of technology.
- Maintain a high level of confidentiality and be mature in judgement.
- Other duties as assigned or required.

EDUCATION and/or EXPERIENCE:

- Minimum of 48 semester hours of college, or must have taken and passed the ACT Workkeys Exam.
- Experience in dealing with school-aged students, and a reliable work history.

DESIREABLE CHARACTERISTICS:

- Understanding the general purpose and goals of public education.
- Knowledge of student behavior and characteristics.
- Knowledge of methods for controlling and motivating students.
- Ability to effectively communicate with students and direct activities in Study Hall.
- Ability to understand and follow oral and written instructions.
- Ability to mediate and work through conflicts with students

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel or crouch. The employee may occasionally climb stairs. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is usually moderate.