

SUPPORT STAFF POSITION

TITLE: Hall Monitor

QUALIFICATIONS:

1. High school diploma
2. Demonstrated ability to work successfully with children and adults
3. Knowledge of security measures, fire prevention, and crowd control
4. Ability to maintain order and to work with groups and individuals on matters of security and crisis management
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal

SUPERVISES: None.

FUNCTION: To provide security and protection for pupils, staff, and school property

DUTIES:

1. Patrols district buildings and grounds to protect against illegal entry, acts of violence, vandalism, illegal drug activity, arson, and theft.
2. Conducts regular inspections of windows, doors, and other points of entry to ensure that they are secure.
3. Patrols school grounds to observe unauthorized persons or vehicles, parking violations, and overall security of the outside area including exterior lighting and emergency access routes.
4. Checks identification of pupils, staff, and visitors entering the school.
5. Detains unauthorized persons; calls for police assistance, in accordance with the district's security plan / crisis management plan.
6. Participates in district's / school's emergency and crisis management plan as assigned.
7. Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention.

8. Records all observations and conditions, and reports unusual occurrences or property damage to superiors and documents rule violations.
9. Performs related duties as assigned.

**TERMS OF
EMPLOYMENT:**

10-month position.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of Board of Education policy on evaluation of non-certified personnel.