



Rock Island-Milan School District 41

JOB DESCRIPTION

Substitute Security Personnel (Hall Monitor)

POSITION INFORMATION:

POSITION TITLE	Substitute Security Personnel (Hall Monitor)
DATE CREATED/AMENDED	August 2025
DEPARTMENT	Security
LOCATION	Rock Island-Milan District Schools
FULL-TIME/PART-TIME	On-Call
APPOINTMENT TERM	182/Days
FLSA: EXEMPT or NON-EXEMPT	Non-Exempt
REPORTS TO: TITLE of POSITION SUPERVISOR	Principal
OTHER INFORMATION	Current Substitute Rate of Pay

POSITION SUMMARY INFORMATION:

Under the direction of the Principal or designee, the **Substitute Security Personnel (Hall Monitor)** is responsible for supporting a safe and orderly environment throughout the school building. This on-call position is designed to provide coverage as needed and includes general supervision and monitoring of students in hallways, cafeterias, classrooms, restrooms, and other designated areas. In addition the Security Personnel responds promptly to incidents or situations requiring intervention ensuring the safety and well-being of all scholars and staff.

Candidates selected for this role must complete mandatory training and fulfill all standard hiring procedures (including but not limited to background checks, Human Resources onboarding)

Functions and Responsibilities

Student Supervision:

- Monitor hallways, cafeterias, classrooms, restrooms and other common areas to maintain order and safety.
- Prevent scholars from loitering in hallways or unauthorized areas.
- Verify that scholars outside of class have the appropriate pass or authorization.
- Address and redirect scholars who are not following school rules.

- Monitor and respond to inappropriate behaviors such as profanity, bullying, teasing, or signs of distress.
- De-escalate and assist in managing disruptive scholar behavior while maintaining professional boundaries

Safety and Security Monitoring:

- Patrol interior and exterior school areas, including the Temporary Education Center.
- Ensure all classroom and exterior doors remain secure during school hours.
- Monitor and report safety hazards, suspicious activity, or unauthorized visitors immediately.
- Avoid physical intervention with scholars unless necessary for safety.
- May be assigned to provide security coverage for evening school events.

Communication & Reporting:

- Maintain confidentiality of student information at all times.
- Report ongoing behavioral and safety issues to appropriate personnel.
- Prepare clear and concise incident reports as needed with a focus on accurate information.
- Notify administration promptly about any safety concerns.
- Build professional, positive relationships while reinforcing boundaries with scholars.

Attendance & Reliability:

- Report to work on time according to the assigned schedule.
- Be present and visible in assigned areas throughout the workday.
- Participate in any required staff meetings, training, or safety briefings.

Required Education:

High School Diploma or General Education Degree (GED)

Required Qualifications:

Experience working with youth in an educational or similar setting

Certifications, and Licenses:

Valid Illinois State Paraprofessional License required

Required Knowledge, Skills, and/or Abilities

- Understanding school safety and disciplinary procedures.
- Knowledge of behavioral intervention strategies
- Professional demeanor, discretion, and reliability.
- Strong verbal and written communication skills.
- Ability to engage respectfully and effectively with diverse student populations.

Physical Demands/Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 40% standing, 40% walking, and 20% sitting. The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgements:

This is an on-call, substitute position with no guarantee of regular hours. Assignments will be made based on school needs and staff availability. All individuals must complete required training and onboarding prior to assignment.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other directives, and perform any other related duties as assigned by the Superintendent.

Supervisor/Manager Signature

Date

Employee Signature

Date