



## SEGUIN INDEPENDENT SCHOOL DISTRICT Job Description

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**JOB TITLE:** Hall Monitor  
**REPORTS TO:** Principal  
**DEPT/SCHOOL:** Campus

**WAGE/HOUR STATUS:** Non-Exempt  
**PAY GRADE:** Clerical/Tech (1)  
**DAYS EMPLOYED:** 186  
**DATE REVISED:** February 2025

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### **PRIMARY PURPOSE:**

To work with students assigned for disciplinary action through the new discipline management plan.

### **QUALIFICATIONS:**

#### **Education/Certification:**

High School diploma or GED  
2 – Years of College Preferred  
Social Work Experience Preferred

#### **Special Knowledge/Skills:**

Effective communication and interpersonal skills  
Drive a School Bus  
Good Attendance Record

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Supervision of students.
2. Keep the administration informed of any special needs or problems of individual students.
3. Assist in maintaining a neat and orderly campus environment.
4. Maintain professional relationship in dealing with students.
5. Responsible for using good judgment when dealing with students and adults.
6. Responsible for developing/possessing appropriate and effective student management skills.
7. Responsible for learning and adapting to stressful situations when dealing with students and other clients.
8. Understanding of the SISD Code of Conduct of SHS Discipline Management Plan.

9. Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

**EQUIPMENT USED:**

**WORKING CONDITIONS:**

**Mental Demands:**

Reading; ability to communicate effectively (verbally and written); ability to operate and learn new technology systems; work under stress, independently, and under pressure of deadlines

**Physical Demands/Environment Factors:**

Ability to lift 40 pounds or more; walk extended amounts of time to monitor campus facilities.

**REMOTE LEARNING:**

Be available by phone, email, or video conferencing during indicated work hours (confirm expected work hours with campus administration) to confer with district personnel, students, and/or parents. The rest of the workday is committed to planning, preparing, implementing, and providing support to campus teachers, as instructed by administration. [Administrator directed]

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of paraprofessional personnel.

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date Received \_\_\_\_\_