

West Chicago Elementary School District 33

Title:	<i>Student Supervisor/Hall Monitor</i>
Classification:	<i>Support Staff</i>
Supervisor:	<i>Principal, Assistant Principal, Dean of Students</i>
FLSA Status:	<i>Non-Exempt</i>
Work Calendar:	<i>10-Months</i>



SUMMARY:

To assist with building and grounds security, intervene and inform the Middle School administration in the event of improper student behavior on school property, and supervise students when needed.

ESSENTIAL JOB FUNCTIONS:

1. Supervises and patrols buildings and grounds before, during, and after school.
2. Assists lunch detention supervisor gather students in the hallway in preparation for students to walk to lunch detention location.
3. Checks passes of students found in the halls during class time.
4. Supervise washrooms.
5. Monitor entrances.
6. Checks for students leaving school without authorization.
7. Assists other school personnel during evacuation of the building.
8. Assists with supervision of building and grounds during assigned school activities.
9. Writes referrals for areas of student growth pertaining to expected behaviors and documents the interventions put in place to support the student.
10. Locates and escorts students to the office as necessary.
11. Attends periodic meetings with supervisors to discuss issues of significance and creates ways to resolve them as a team.
12. Reports maintenance or security conditions in the building that require attention.
13. Assists Middle School administration with record keeping of successful strategies that help achieve student behavioral growth.
14. Translates and interprets in Spanish/English as needed.
15. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the administration.

EDUCATION, CERTIFICATION, QUALIFICATIONS PROFILE:

- High School Diploma or equivalent.
- Such alternatives to the above qualifications as the Board may find acceptable and appropriate.

SKILLS, KNOWLEDGE, ABILITIES:

- Ability to work independently, stay on-task, multi-task and take responsibility to complete assigned projects in a timely and efficient manner.
- Ability to communicate effectively with parents, students, teachers, administration and community members.

- Ability to establish and maintain cooperative working relationships with others in the course of the workday.
- Ability to use email and office equipment effectively.
- Ability to work with students individually or in group settings.
- Ability to read, write and speak English sufficient to communicate with students and staff and to assist students with direction.
- Ability to work with a diverse group of individuals and is sensitive to individual differences.
- Ability to maintain confidentiality of information regarding students, employees and others.
- Ability to establish a supportive and compassionate relationship with students.
- Ability to maintain composure in stressful situations and adapt in response to changing conditions.
- Ability to report work orally or in writing to supervisor as required.
- Ability to carry out instructions furnished in written or oral form.

TRAVEL REQUIREMENT:

Travel between schools, across district may be required at a minimum.

EVALUATION

The position will be evaluated at least once annually, by the last employment day in April by building administration.

WORK ENVIRONMENT:

- Indoor classrooms/school exposure to: student noise, work in standard school building environment.
- Outdoor schoolyard and grounds, field trips: exposure to temperatures (hot, warm, cool & Cold).

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is Required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				X
Walk				X
Sit		X		
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance			X	
Stoop/kneel/crouch/crawl			X	
Talk or hear				X
Smell				X
Physical (Lift & Carry):				
Up to 10 pounds				
Up to 25 pounds				
Up to 50 pounds				
Up to 75 pounds				X
Up to 100 pounds				
More than 100 pounds				

ADOPTED: March 16,1995
REVISED: July 17, 2003
October 17, 2019