

CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

Business/Plant Operations

Administrative Regulations

TITLE: SCHOOL /HALL MONITOR

QUALIFICATIONS:

1. Possess high school diploma
2. Demonstrates human relations skills, especially in working with students.
3. Successfully completes required criminal history background check and has proof of US Citizenship or legal resident alien status.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal or Designee

JOB GOAL: To promote the safety and welfare of students and assist in maintaining a positive school environment.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the students in buildings and on school grounds as assigned.
2. Checks lavatories, hallways, stairwells, parking lot and other specific locations of the buildings and grounds on a regular basis.
3. Handles routine student concerns and minor disciplinary situations in accordance with school policy and procedures.
4. Prepares and submits conduct reports as required by the principal or designee.
5. Assists school personnel during fire drills, building evacuations and other emergency situations as directed by the building principal or designee; makes certain that the building is clear of students and staff; assists with student management, and performs other related tasks.
6. Investigates and takes appropriate action concerning complaints, suspicious behavior, improper conditions, or any other occurrences that would endanger school personnel, students and/or school property and equipment.
7. Attends appropriate meetings and professional development training as requested in accordance with district procedures.

8. Assists teachers with their individual requested which can range from unlocking a room to helping them handle particular students.
9. Interacts in a positive manner with the student body and staff.
10. Responds to parents and assists them when first-hand information or involvement is necessary under the direction of the principal or designee..
11. Performs such other tasks and assumes such other responsibilities as the principal or designee may assign (i.e. supervises after-school detention programs, provides assistance to students and staff with lockers, oversees student volunteers who change messages on the outside signboard.)

TERMS OF
EMPLOYMENT:

Ten-month year. Salary to be established by the Carlstadt-East Rutherford Regional Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Non-Certified Personnel.

APPROVED BY: _____ DATE: _____

REVISED: _____

EMPLOYEE SIGNATURE: _____ DATE: _____