



Job Description: Study Hall Monitor position
(School year only, 27 hours to start, may increase to 33.75 hours)

Accountability

The Study Hall Monitor takes daily guidance and task direction from the Deans but reports to the Assistant Head for Student Affairs in fulfilling all duties.

Job Requirements

1. Ability to operate as a team member
2. Ability to supervise students
3. Ability to interact and support adolescents in a professional manner
4. Ability to maintain confidentiality

Performance Responsibilities

Tasks for this position include but are not limited to:

- Provides student supervision in an academic setting.
- Manage student behavior by fostering an appropriate learning environment.
- Maintains necessary documentation to supervisory needs
- Notifies the dean of pertinent issues and concerns.
- Upholds the policies and procedures of the school.
- Manages and is accountable for student access to bathrooms, office visits, etc.
- Takes precautionary measures to ensure school safety.
- Strives to develop a rapport and serve as a role model for others.
- Performs other specific job-related duties as directed by the Assistant Head for Student Affairs.

Qualifications

Previous experience working with adolescents in an educational setting preferred
Current Criminal History Records Check (CHRC) certificate required (per Maine law)

Nature of the Position

- A Study Hall Monitor may supervise in a classroom, cafe, gym or other designated space on campus.
- Work hours start ½ hour before the start of the school day and ends ½ hour after the end of the school day. Current school day is 8:30-2:45.
- A 27-hour workweek consists of working 4 days.
 - A 33.75-hour workweek consists of working 5 days.
- The Study Hall Monitor position is a “school days only” position.

Required Application Process

All those interested in applying must submit:

School application form for Non-Instructional Staff

Available for download at www.thorntonacademy.org/careers

Letter of interest

Transcript of any college coursework

Documentation of current CHRC certification

List of three professional references including contact information

For submission:

All materials should be submitted electronically to susan.tarver@thorntonacademy.org. Please note "Application: Study Hall Monitor" in the Subject line. Applications will be accepted until a suitable candidate is found.

If electronic submission is not possible, materials may be mailed to:

Susan Tarver Thornton Academy 438 Main Street Saco, ME 04072

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