

**TITLE:** Part-Time Hallway/Restroom Monitor

**QUALIFICATIONS:**

1. High school diploma or general equivalence (GED)
2. Minimum experience as determined by the Board
3. Knowledge of adolescent and young adult social and emotional development
4. Good oral communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Ability to understand and effectively follow directions
7. Ability to establish and maintain effective working relationships with other staff
8. Ability to connect with students when eliciting their cooperation and to exercise maturity when addressing and reporting behavior that is not in accordance with the code of conduct

**REPORTS TO:** Principal/Assistant Principals

**SUPERVISES:** Assists in the supervision of assigned hallways and restrooms under the direction of the Principal, Assistant Principals, and/or other designated certified personnel.

**JOB GOAL:** To ensure the safety and well-being of students and to promote respectful and responsible behavior by them in assigned school corridors and lavatories.

**PERFORMANCE RESPONSIBILITIES:**

1. Monitors assigned corridors to ensure the safety and well-being of students during instructional periods and the passing time between them.
2. Ensures that during instructional periods all students and visitors in corridors have passes/appropriate lanyards and/or are being escorted by a staff members.
3. Immediately reports to the main office or security any students and/or visitors who are in hallways without a pass/lanyard and/or an escort.
4. Monitors assigned restrooms to ensure the safety and well-being of students during instructional periods and the passing time between them.
5. Ensures that all students using lavatories sign in before and after usage.
6. Immediately reports to the main office or security any students who demonstrate behavior not aligned with the code of conduct in restrooms or instances in which there is evidence of such, including but not limited to violence, HIB, vandalism, and the smoking, vaping, and juuling of substances.
7. Participates in in-service training as assigned.
8. Performs other related duties as assigned by the Principal/Assistant Principals.

**TERMS OF EMPLOYMENT:** Not to exceed 29.5 hours per week. Salary and work year to be determined by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of noncertified staff by the Principal/Assistant Principal.

**APPROVED BY:**

**DATE:**