



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Hall/Study Hall/Cafeteria Monitor - General

(Rev. 12/17/2012)

Qualifications:

1. Completion of a minimum of 60 college credits
2. Holds a Substitute Teacher or NJ Teaching Certificate
3. The person must be of good moral character
4. Demonstrates an aptitude for the work to be performed
5. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports To:

Assistant Principals

Supervises:

Students (as directed)

Job Goal:

To provide a level of security in the building by performing assigned duties and monitoring classrooms when assigned.

Performance Responsibilities:

1. Monitor students in halls and/or cafeteria; checking for passes and also checking restrooms
2. Check to see that doors are secure.
3. Verify that visitors are wearing a visitor's pass.
4. Monitor study halls on a daily basis.
5. Substitute for a teacher in a classroom setting, where needed.
6. Perform other non-instructional duties as may be required by the Board of Education, consistent with the position of hall monitor and the certification that is held.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Schedule "B"
Pay Grade/Compensation Structure:	G20
Evaluation:	In accordance with Board policy