

**Position:** Monitors

**Reporting Manager:** Chief of Operations, Melissa Quarracino

**Timeframe:** Part-Time

Daily work hours are: 6 hours a day with start times between 8:00 am - 9:30 am and end times ranging from 2:00 pm - 3:30 pm. Shift priority depends on availability.

- ❖ Follow the 2024-2025 [PPACS School Calendar](#) except for half days, some additional time may be required for training or emergencies.

**Compensation:** This position pays an hourly rate \$15.00

**Description:**

- We are looking for flexible and reliable team members to help with daily school operations, support school-wide procedures and help support the safety of students on a daily basis. We are looking for professionals who can build positive yet hold firm relationships with young people and staff and act as a role model.
- Philadelphia Performing Arts: A String Theory Charter School's Vine Street Campus (PPACS) supports a diverse group of students from a range of zip codes in grades 6 -12 and is located in the heart of Center City.

**Physical Requirements:**

- Ability to stand and walk for extended periods.
- Capability to respond quickly in emergencies.
- Occasional lifting and moving of objects up to 25 pounds.

**Responsibilities:**

1. Bathroom monitoring
  - Checking students e-hallpasses to verify that students have permission to be out of the classroom at the bathrooms/ hallways
  - follow up with the teacher/ staff member who may not be following school expectations
  - Monitor student behavior to prevent bullying, vandalism, and other inappropriate activities.
  - Address and report any suspicious or unauthorized activities
  - Communicate with a school issued walkie talkie
2. Help covering the lunch room may be needed
  - Make sure students get an e-hallpass
  - Selling pretzels as a fundraiser
  - keeping a calm, organized room of up to 120 students in a cafeteria setting

**Qualifications:**

- High school diploma or equivalent; some college coursework preferred.
- Previous experience in a similar role or working with children

- Strong communication and interpersonal skills.
- Ability to remain calm and composed in stressful situations.
- Knowledge of school safety protocols and emergency procedures.
- Basic conflict resolution and de-escalation skills.
- PPACS Vine Street is an innovative, paperless environment and is an Apple Distinguished School. All employees are expected to have a level of expertise when it comes to technology.

**Additional Requirements:**

- Background check and fingerprint clearance.
- Commitment to maintaining a safe and positive school environment.