Position: Hall Monitor

Job Summary: The Hall Monitor is responsible for ensuring a safe, secure, and orderly environment for students, staff, and visitors within the school. This role involves monitoring hallways, common areas, and school entrances to prevent disruptions and ensure adherence to school policies. The Hall Monitor also provides assistance, directions, and information to students, faculty, staff, and visitors, fostering a welcoming and supportive atmosphere. This position requires a high level of visibility, proactive communication, and the ability to address safety concerns promptly and professionally.

Qualifications/Minimum Requirements:

1. High school diploma or equivalent.
2. Physical ability to remain active and mobile throughout the workday, including walking for extended periods and climbing stairs as needed.
3. Must demonstrate agility and stamina to monitor large areas and respond to incidents quickly and effectively.

Reports to: Director of Safety and Security

Responsibilities:

- Maintain high visibility and actively monitor student traffic in hallways to ensure safety and compliance with school rules.
- Monitor the main entry doors and ensure that all school doors are properly secured and locked to control access to the building.
- Use visual surveillance cameras to monitor campus property and identify any suspicious activities or safety concerns.
- Greet and verify the identity of visitors, requesting appropriate identification (e.g., personal ID) as needed.
- Provide clear information, assistance, and directions to students, staff, and visitors on campus professionally and courteously.
- Maintain order on campus, ensure adherence to school policies and state laws, and address any violations calmly and effectively.
- Assist building administration with security-related tasks and other duties as required.
- Communicate security concerns or incidents promptly to the Resource Officer and administration, ensuring quick resolution.
- Operate portable radios, laptop computers, and other necessary equipment efficiently during daily activities.
- Accurately document incidents, take detailed notes, and write thorough reports when necessary.
- Possess strong written and verbal communication skills for interacting with staff, students, and visitors.
- Participate in ongoing training to remain informed about school policies, safety

procedures, and best practices.
- Perform additional duties as assigned by the supervisor or building administration.

Terms Of Employment: 174 days/year, 8 hrs/day

Benefits:
- The O'Fallon Support Personnel Federation Collective Bargaining Agreement outlines the salary and benefits package.
- Professional development opportunities.
- Supportive and collaborative work environment.
- Opportunity to make a positive impact on the lives of students.