



Granite City Community Unit School District #9

Adam Garrett, Ed.D. | Executive Director of Human Resources

JOB DESCRIPTION

Position Title: Substitute Monitor

Hours: As needed; up to 7.5 hours/day

Location: TBD

Reports to: District Safety Director, Building Principal, and Assistant Principals

FLSA Class: Non-Exempt

Pay: <https://www.gcsd9.net/district/employment-1/employment-opportunities/substitutes>

Summary

This position is responsible for assisting in providing for the safety and security of students, staff, and property on an as-needed basis. The Substitute Monitor helps enforce school policies and assists with general supervision in various areas of the school.

General Duties

1. Monitor and supervise student behavior in designated areas (e.g., hallways, classrooms, lunchroom, parking lots, restrooms, etc.) to ensure safety.
2. Enforce all school regulations and district policies.
3. Confront unauthorized persons for questioning, route, or detain them, or call for assistance according to district policy.
4. Inform administrators of any suspicious activity, trespassers, or potential conflicts.
5. Assist students, parents, and visitors to the building in a courteous and helpful manner.
6. Maintain good working relationships with teachers and other staff members.
7. Assist in responding to emergency situations as directed by administration.
8. Perform other related duties as assigned.

Qualifications

1. Must hold a high school diploma or equivalent.
2. Must be able to communicate properly with students, staff, and visitors.
3. Must be physically able to perform duties, which may include long periods of standing and/or walking, and the ability to work in all types of weather.
4. Must be able to safely de-escalate and, if necessary, break up physical confrontations between students.
5. Basic computer skills are desirable.
6. Must be able to complete CPI and CPR training.
7. Must be able to lift and carry up to 50 lbs.
8. Must have the ability to push/pull up to 10 lbs.

Scheduling

The work hours for this position are on an as-needed basis to cover for a regular staff member's absence. The schedule is subject to change with district demands.

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