



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Support Staff – Hallway Monitor – High School

August 21, 2026

Job Summary:

Under the direction of the building administrators, the Hallway Monitor will be responsible for monitoring students in the halls and grounds of the high school.

Qualifications:**Required:**

- A. Possess an associate's (or higher) degree or completed two years of study at an institution of higher education or completed ETS Parapro Assessment. This is within the guidelines for the requirements for *Every Student Succeeds Act*.
- B. Must possess excellent written and verbal communication skills and proven organizational skills
- C. Demonstrated success as a collaborator and proven team player
- D. Demonstrated successful communication skills with students, staff, parents, and community
- E. Proficient use of computers, including knowledge and use of Google Workspace.

Desired Characteristics:

- A. Previous experience working with high school students
- B. Ability to support students and collaboratively impact their choices and decision making
- C. Proven conflict resolution skills and experience
- D. Experience using technology as an instructional tool in the classroom

Duties:

- A. Assist administration in monitoring student behavior(s) inappropriate conduct
- B. Assist in the safety and security of the high school by monitoring students and ensuring doors remain locked and secure
- C. Ability to monitor students and positively impact their choices while making corrections to behavior and hallway/building student discipline issues
- D. Work independently and cooperatively with administrators and teachers
- E. Provides individual assistance with work assignments
- F. Ability to plan and organize; good work habits
- G. Perform other duties as assigned by administration

STATEMENT OF NON-DISCRIMINATION

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CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Application Deadline: Open Until Filled

Start Date & Hours: ASAP, Monday – Friday, 8:00 a.m. to 3:30 p.m.

Salary: \$16.54 per hour

Apply To: Candidates who are qualified and wish to be considered for this position must submit a Red Rover online application at www.gulllakecs.org that includes a letter and resume.

Questions: Contact - Sherri Simmons, Human Resources, ssimmons@gulllakecs.org