Angleton ISD

JOB TITLE: Hall/ Lunchroom Monitor

REPORTS TO: **Campus Principal/Assistant Principal**

DEPT./SCHOOL: **Campus Assigned**

SALARY/DAYS: **PT-1/187 Days**

JOB GOAL:
The Hall/Lunchroom Monitor, under the direct supervision of the Principal/Assistant Principal, monitors hallways to ensure students report to assigned classrooms on time for scheduled subject matter.

KNOWLEDGE/SKILLS/ABILITIES:
Demonstrates a mature, responsible attitude necessary for the position
Ability to work in a positive manner with children
Ability to communicate effectively with students and peers
Ability to defuse confrontational situations

DUTIES AND RESPONSIBILITIES:

- Directs students to the correct classrooms.
- Escorts students as necessary to their classroom or the administration office when students arrive late, or are wandering in the halls after the late bell has rung.
- Assists teachers in removing students that are disrupting the class and escort such students to the administration office for corrective action.
- Verifies the authenticity of hall pass in possession of students in the hall after the second bell has rung. If in doubt of authenticity of pass, escorts student to the administration office where administrators will take appropriate action.
- Maintains communication via portable radios with the administration office and other hall monitors.
- Inspects restrooms to ensure students are not loitering or damaging facilities. (Assistance will be requested a person of the opposite sex restroom inspections.)
- Reports all damage or writing on the walls to the administration office.
- Take students caught damaging the restroom facilities to the administrative office for action.
- Monitors the arrival and departure of school buses to ensure that students arrive and depart safely.
- Monitor the courtyard during all lunch breaks.
- Substitutes for classrooms that are lacking a teacher until relief arrives.
- Takes appropriate action to defuse any actions taken by students to initiate a confrontation.
- The foregoing statements describe the general purpose and responsibilities assigned to this job and do not represent an exhaustive list of all responsibilities, duties, and skills that may be required.

It is the policy of the Angleton Independent School District not to discriminate on the basis of race, color, national origin, sex, handicap, or age as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

TERMS OF EMPLOYMENT:
Days and salary to be determined by the Board and will be set within the salary range for the position.

EVALUATION:
Performance of this position will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation by supervisor of transportation.

Mental Demands/Physical Demands/Environmental Factors:

Ability to communicate, reason, understand verbal instructions, coordinate, and maintain emotional control under stress. PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds), stand, walk, climb stairs, ramps, hear, speak, work outside and inside, work with extreme noise on occasion, slippery and uneven surfaces.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee _____ Date _____

Administrator _____ Date _____

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