

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE _____
 LAST REVISION DATE May 1993
 BAND & GRADE A-1-1

POSITION TITLE Hall & Grounds Monitor

IMMEDIATE SUPERVISOR High School Assistant Principal

Job Summary (Basic Purpose of Position)

Monitor the High School halls and grounds in such a way that it is pleasant, friendly, safe and creates an atmosphere for optimum learning.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<p>1.00 Manage student behavior and discipline in hallways and on school grounds.</p> <p>1.01 Observe, enforce and reinforce proper student behavior and discipline in hallways and on school grounds.</p> <p>1.02 Explain to students, as required, policies and expectations regarding behavior.</p> <p>1.03 Keep students on task and in class.</p> <p>1.04 Alert administration regarding any trespass violations.</p> <p>1.05 Continually remind students of their responsibility to keep their hallways neat and clean.</p> <p>1.06 Assign and monitor student hall assistants.</p> <p>1.07 Assist in monitoring student parking and report violations.</p> <p>1.08 Learn student names; develop a one-on-one rapport and create a positive, quiet and friendly atmosphere in the halls and on the school grounds.</p> <p>1.09 Maintain confidentiality.</p> <p>1.10 Perform other routine duties as assigned by supervisor.</p> <p>1.11 Monitor student conduct in cafeterias during lunch periods.</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>N/A</p> <p>N/A</p>			<p>KNOWLEDGE OF:</p> <ol style="list-style-type: none"> School rules Appropriate SBR's Appropriate special ed rules High School texts Office procedures <p>SKILLS:</p> <ol style="list-style-type: none"> Clerical skills Reading, writing and basic math at high school level Conflict resolution <p>ABILITIES:</p> <ol style="list-style-type: none"> Keep records Communicate effectively Follow directions Maintain interpersonal relationships 	<p>EVIDENCE EXISTS THAT:</p> <p>1.01 Student behavior in the halls and on school grounds was appropriate.</p> <p>1.02 Policies concerning student behavior were followed.</p> <p>1.03 Students attended class regularly and were on task.</p> <p>1.04 Administration was alerted regarding trespass violations.</p> <p>1.05 Hallways were neat and clean.</p> <p>1.06 Student monitors were assigned according to plan.</p> <p>1.07 Assistance was given regarding the monitoring of student parking.</p> <p>1.08 Effort was made to learn student names, and develop rapport between students and staff.</p>

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