

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE May 1993  
 LAST REVISION DATE 7/2/2002  
 BAND & GRADE A-1-1-1

POSITION TITLE Study Hall Monitor

IMMEDIATE SUPERVISOR High School Principal

**Job Summary (Basic Purpose of Position)**

**SUPERVISOR**

**EMPLOYEE**

Monitor students in study hall.

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><b>1.00 Monitor students in Study Hall.</b></p> <p>1.01 Keep accurate attendance records.</p> <p>1.02 Enforce rules and maintain discipline.                      a. Maintain good discipline                      b. Observe student behavior.                      c. Know policies as defined in student handbook.                      d. Take appropriate action for misbehavior.</p> <p>1.03 Maintain appropriate learning atmosphere as established by administration.                      a. Learn students' names and call students by name.                      b. Keep students on task.                      c. Maintain a quiet atmosphere conducive to effective studying.</p> <p>1.04 Other duties as assigned by supervisor.</p>	<p>A</p> <p>A</p> <p>A</p>	<p>D</p> <p>D</p> <p>D</p>		<p>Knowledge:</p> <ol style="list-style-type: none"> <li>Know attendance policy</li> <li>Know how to take accurate attendance</li> <li>Know rules and policies as defined in the Code of Consequences and in the Student Handbook</li> <li>Know the students assigned attendance and guidance offices</li> </ol> <p>Skills:</p> <ol style="list-style-type: none"> <li>Speak Clearly</li> </ol> <p>Ability:</p> <ol style="list-style-type: none"> <li>Work cooperatively with other staff and students.</li> <li>Take appropriate action for misbehavior.</li> <li>Carefully follow the specific instructions and directions of supervisor.</li> <li>Maintain a positive attitude while at work.</li> <li>Communicate clearly with students and with staff.</li> </ol>	<p>1.01 Accurate and timely records were kept.</p> <p>1.02 Discipline and order were maintained according to district procedures.</p> <p>1.03 A positive learning atmosphere was established and maintained.</p>