

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	STUDY HALL MONITOR	File 506
Reports to:	Principal	
Job Objectives:	Supervises students during study periods.	
Minimum Qualifications:	<ul style="list-style-type: none">· High school diploma.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc).· Documentation of a clear criminal record.· Complies with drug-free workplace rules and board policies.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Determines seat assignments. Takes attendance. Upholds study hall rules.· Prohibits other students from loitering near the room entrance.· Upholds board policies and follows administrative procedures.· Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.· Maintains high standards and upholds the student conduct code. Keeps the principal informed about persistent behavior problems.· Promotes the proper use and care of school property. Controls student access to lockers, toilet rooms, etc.· Authenticates student requests to go to the library, guidance office, meet with teachers, etc. Keeps track of the location of each student assigned to the study hall.· Ensures that students have books and classroom assignments. Maintains a positive learning environment. Helps students with questions.· Provides guidance, communicates high expectations, and shows an active interest in student progress.· Maintains accurate records and submits reports on time.· Reports evidence of suspected child abuse as required by law.· Respects personal privacy. Maintains the confidentiality of privileged information.· Takes precautions to ensure staff/student safety. Does not leave students unsupervised.· Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.· Accepts personal responsibility for decisions and conduct.· Wears appropriate work attire and maintains a neat appearance.· Strives to develop rapport and serve as a positive role model for others.· Performs other specific job-related duties as directed.	
Abilities Required:	The following characteristics and physical skills are important for the successful performance of assigned duties.	

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require working extended hours.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the OAPSE Chapter 208 and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.