



<b>FRONTIER SCHOOL DIVISION POSITION DESCRIPTION</b>
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<b>JOB TITLE</b>	Hall/School Yard Monitor
<b>CLASSIFICATION</b>	
<b>DEPARTMENT</b>	
<b>LOCATION</b>	Schools
<b>REPORTS TO</b>	Principal
<b>STAFF SUPERVISED</b>	
<b>PROBATIONARY PERIOD</b>	Three Months
<b>EFFECTIVE DATE</b>	

**POSITION SUMMARY**

The Hall/Yard Monitor, under the direction of the School Principal, provides support to administration and teachers to promote appropriate student behaviours and foster student responsibility. The incumbent works collaboratively with administrators and teachers to provide supervision for students and ensure classroom attendance.

**QUALIFICATIONS**

Education

- Grade 12

Experience

- One year experience working with Kindergarten to Grade 12 students.

Knowledge, Skills and Abilities

- Knowledge of the local community and the ability to work effectively with the public.
- Excellent interpersonal and customer relations skills.
- Excellent verbal communication skills, including local language proficiency.
- Ability to implement non-violent intervention strategies.
- Ability to work collaboratively with administration, teachers, and students.

**DUTIES AND RESPONSIBILITIES**

- Assists administration and teaching staff to ensure students are in class in a timely and orderly manner.
- Patrols hallways and washrooms to ensure appropriate student behaviour.
- Provides student supervision at breaks and lunch hour.
- Monitors school grounds during school hours to ensure students are in class.
- Escorts students from classroom to the office.
- Assists with emergency evacuations and fire drills.
- Directs school visitors to school office.
- Prepares and submits incident reports to school administration.

Performs other related duties as assigned.

**CONTACTS**

School personnel  
Parents  
School visitors

**WORKING CONDITIONS**

General school setting.

**PHYSICAL AND VISUAL REQUIREMENTS**

Physically capable of performing assigned duties.  
Ability to lift 15 kg for 10% of the time, when applicable.  
Potential negative interaction with students.  
Some outside supervision required.  
This position works the school year.

**EQUIPMENT USED**

General office equipment

**APPROVED**

	March 9, 2012
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Signature, Chief Superintendent

Date

	March 9, 2012
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Signature, Secretary-Treasurer

Date

	March 9, 2012
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Signature, Human Resources Coordinator

Date