

JOB TITLE	Hall/School Yard Monitor
DEPARTMENT	
LOCATION	Schools
REPORTS TO	Principal
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three months

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 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.