

SENIOR HALL MONITOR

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of the Albany High School Principal and Director of Safe Schools and Violence Prevention, the incumbent is responsible for supervising hall monitors and ensuring all assignments are appropriately implemented. The incumbent must also communicate with students regarding any incidents or concerns, along with maintaining order and a safe working environment. Participation in meetings and training of any kind is also required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises hall monitors, inspects their assigned posts, and communicates with hall monitors individually and in group meetings to assess and advise for problem resolution;
- Ensure directives and assignments issued to hall monitors are appropriately implemented and/or adjusted on as needed basis;
- Collaborate with the School Campus and Neighborhood Security Officers to ensure hall monitors provide on-going coverage at key locations throughout the school building;
- Advises school administrators about situations/incidents and provides remedial input regarding student discipline/incidents and/or classroom misconduct;
- Monitors halls and school buildings to maintain order and safe working environment;
- Communicates with students with discipline problems to proactively mediate or de-escalate problem situations and address student concerns, and complete incident/referral reports as needed and/or requested;
- Communicates/interviews students cited in teacher referrals for unsatisfactory conduct and class room misbehavior to gather information for administrative review and action;
- Attends athletic events and/or other school programs to assist in the maintenance of order and discipline, and attends trainings and meetings as directed;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of disciplinary methods and techniques used in school settings;
- Good knowledge of personal computers and office equipment;
- Ability to develop professional relationships with students, teachers, and school administrators;

- Ability to demonstrate sound judgment to equitably apply school policies tactfully;
- Ability to utilize basic computer applications to prepare concise written reports;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three (3) years paid fulltime experience in an institutional setting ensuring the safety of individuals, maintaining order, protecting property and/or enforcing rules and regulations