

**Job Title:** Houston High School Study Hall Monitor (FLSA: Non-exempt)

**Job Length:** 7-hour day while students are in session

**Job Objective(s):** The Study Hall Monitor will supervise students who are assigned to the study hall roster. The monitor will establish norms of behavior that reinforce a quiet setting so students can do homework, projects, and/or research while in the study hall classroom. Attendance accountability record keeping is also a primary function.

**Minimum Qualifications:**

- High school diploma (or GED)
- Sufficient experience so that with appropriate training, services may be provided in the specific role for which employed
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

**Responsibilities and Essential Functions:**

- Greets all students courteously, determines their needs, and directs them accordingly
- Maintains system for recording student attendance, keeping records on a student management system for the Attendance Assistant Principal
- Understands and can effectively follow through on the school's discipline plan so that an orderly classroom environment is supported.
- Participates in faculty committees and sponsorship of student activities, as needed.
- Ability to lift and carry loads up to 50 pounds.
- Ability to move around well enough to perform the duties of the position safely.
- Communicates with teachers how student's study hall progress and academic behaviors support how they are improving their academic status and deficiencies.
- Ability to work solo, and with small groups of professionals, reinforcing initiatives that support the school's academic program including, but not limited to test prep strategies and student led tutorial services.
- Classroom orderliness by ensuring trash is picked up and desks are well kept.
- To follow the school bell schedule while providing a safe and productive environment for students

**Skills and Abilities required:**

- Passionately believes that all students can achieve at high levels.
- Demonstrates cultural competence and a deep understanding of and empathy for issues facing contemporary students.
- Works successfully alone or on a team
- Builds and maintains positive relationships with individuals and groups.

**Evaluation:** Performance of this job will be evaluated according to procedures established by the Human Resources Department.

**Supervisory Responsibilities:** The study hall monitor will collaborate with the school principal and administrative team on supervisory expectations of students on the study hall roster.

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

Standard classroom school environment

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