

Hamilton Public Schools

District Procedures

JOB DESCRIPTION HAMILTON SCHOOL DISTRICT #3

Title: Responsibility Room Monitor

Job Goal: To supervise students who have been assigned to in-school suspension in the responsibility room.

Reports to: Assistant Principal

Performance Evaluation: Will be evaluated according to School District policy at least one time per year.

Supervisory Responsibilities: None

Essential Duties and Responsibilities:

- ✓ Effectively maintain a positive and friendly working relationship with all school staff.
- ✓ Have a working knowledge of and utilizes staff resources, such as administrators, counselors, special education staff, Youth Enhancement Program (YEP) staff, etc.
- ✓ Treat all students with dignity and respect.
- ✓ Adhere to student assignments to the responsibility room as prescribed by the assistant principal.
- ✓ Maintain a daily log of student attendance by class period.
- ✓ Strictly enforce the behavioral guidelines that have been established for the responsibility room.
- ✓ Monitor computer/internet usage.
- ✓ Maintain a quiet, productive learning environment.
- ✓ Prompt students to stay on task with their school work.
- ✓ Provide assistance and guidance with students' school work when appropriate.
- ✓ Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers and all school district personnel.
- ✓ With confidentiality in mind, communicate effectively through email, in person, and in writing.
- ✓ Immediately alert the assistant principal (or principal) to any problems or special information about a student, particularly if that information relates to the safety of that student or the safety of others.
- ✓ Keep written documentation on relevant matters as necessary.
- ✓ Maintain accurate records, including but not limited to data entry of office discipline referrals into the School wide Information System (SWIS).
- ✓ Attend staff meetings.
- ✓ Participate in in-service training programs as assigned.

Qualifications:

- High School diploma or the equivalent
- Demonstrated aptitude for the successful performance of the responsibilities assigned.
- Other qualities as deemed necessary and such alternatives to the above qualifications as the board may find appropriate and acceptable.

Terms of Employment: Salary, benefits and other working conditions as determined at the time of hiring. Benefits are pro-rated on an eight hour day.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. If feasible, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Language Skills: Ability to read directions. Ability to read textbooks and other reading and teaching materials.

Mathematical Skills: Ability to add, subtract, multiply, and/or divide in all units of measure, using whole numbers, common fractions, and/or decimals.

Reasoning Ability: Ability to apply common sense understanding to carry out duties as assigned, whether instructions are furnished in written, oral, or diagram form. Ability to deal with student problems as assigned.

Other Skills and Abilities: Ability to get along well with other people. Ability to develop effective working relationships with students, staff, administration, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee will occasionally lift and/or push up weights in excess of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. If feasible, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Noise Level: The noise level in the work environment is usually quiet to moderately loud.

Acknowledgment of Receipt of Copy hereof:

Signature of Employee

Date