



JOB POSTING #286 REPOST
PLEASE POST

The City School District of Albany
An Equal Employment/Affirmative Action Employer
APSUE Employment Opportunity

Date of Posting: January 14, 2022

Position(s): Senior Hall Monitor
Monday – Friday

Location(s): North Albany Middle School

Salary: \$32,698.38

Deadline for Applying: January 28, 2022 at 4:00 pm

General Statement: The Senior Hall Monitor shall actively participate in the duties of hall monitors and supervise hall monitors in their assigned school buildings. When assigned as in-charge, or in the absence of the school security officer, the Senior Hall Monitor will actively participate and supervise hall monitors to responsibly ensure conduct and duties of work assignments are fulfilled. This is a competitive Civil Service position – appropriate civil service exam is required.

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

Responsibilities:

- Supervise hall monitors, monitor their assigned posts and communicate 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;
- Advise hall monitors on remedial courses of action to be taken in accordance with administrative directives;
- Advise school administrators about situations/incidents and provide remedial input regarding student discipline/incidents and/or classroom misconduct;
- Collaborate with the school campus and security officer to ensure hall monitors provide on-going coverage at key locations throughout the school building;
- Monitor halls and school building to maintain order and safe working environment;

- Communicate with students with discipline problems to proactively mediate or de-escalate problem situations and address student concerns, and complete incident reports as requested by school administrator and/or school security officials;
- Communicate/interview students cited in teacher referrals for unsatisfactory conduct and classroom misbehavior to gather information for administrative review and action;
- Advise school administrators regarding situation or problems encountered and suggest remedial action pertaining to student discipline and/or classroom incidents;
- Demonstrate knowledge and experience to assess and correct problems and conditions affecting school environment safety in accordance with District policy and procedures;
- Consult with school administration regarding revision or updates of school policies and/procedures regarding student conduct and discipline;
- Attend athletic events and/or other school programs to participate in maintenance of order and discipline;
- Prepare reports related to work assignments as requested;
- Conduct other duties as assigned.

How to Apply

E-mail: humanresources@albany.k12.ny.us

Post: City School District of Albany
Office of Human Resources
1 Academy Park
Albany, NY 12207

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