



## Rock Island-Milan School District 41

### **JOB DESCRIPTION**

#### **Security Personnel (Hall Monitor)**

#### **POSITION INFORMATION:**

|                                                 |                                                            |
|-------------------------------------------------|------------------------------------------------------------|
| <b>POSITION TITLE</b>                           | Security Personnel (Hall Monitor)                          |
| <b>DATE CREATED/AMENDED</b>                     | November 6, 2023/August 12, 2025                           |
| <b>DEPARTMENT</b>                               | Security                                                   |
| <b>LOCATION</b>                                 | RIHS/District Schools                                      |
| <b>FULL-TIME/PART-TIME</b>                      | Full-Time                                                  |
| <b>APPOINTMENT TERM</b>                         | 182/Days                                                   |
| <b>FLSA: EXEMPT or NON-EXEMPT</b>               | Non-Exempt                                                 |
| <b>REPORTS TO: TITLE of POSITION SUPERVISOR</b> | Principal                                                  |
| <b>OTHER INFORMATION<br/>SALARY</b>             | RIESPA-IEA-NEA Bargaining Unit<br>\$20.75-\$26.91 per hour |

#### **POSITION SUMMARY INFORMATION:**

Under the direction of the Principal or designee, the Security Personnel is responsible for maintaining a safe and orderly environment within the school building. This role involves providing general supervision and monitoring of scholars in hallways, cafeterias, classrooms, and other designated areas. In addition the Security Personnel responds promptly to incidents or situations requiring intervention ensuring the safety and well-being of all scholars and staff.

#### **Functions and Responsibilities**

##### **Student Supervision:**

- Monitor hallways, cafeterias, classrooms, restrooms and other common areas to maintain order and safety.
- Prevent scholars from loitering in hallways or unauthorized areas.
- Verify that scholars outside of class have the appropriate pass or authorization.
- Address and redirect scholars who are not following school rules.
- Monitor and respond to inappropriate behaviors such as profanity, bullying, teasing, or signs of distress.
- Assist in controlling disruptive scholars while maintaining professional boundaries.

#### Safety and Security Monitoring:

- Patrol interior and exterior school areas, including the Temporary Education Center.
- Secure all classroom and exterior doors during school hours.
- Monitor and report safety hazards, suspicious activity, or unauthorized visitors immediately.
- Avoid physical contact with scholars unless necessary for safety (e.g., breaking up a fight).
- Provide security coverage for evening school events according to the rotating schedule.

#### Communication & Reporting:

- Maintain confidentiality of student information.
- Report ongoing behavioral issues to appropriate personnel.
- Prepare incident reports detailing actions taken or recommendations for resolving disruptions.
- Notify administration promptly about any safety concerns.
- Build professional, positive relationships while maintaining boundaries with scholars.

#### Attendance & Reliability:

- Report to work on time according to the assigned schedule.
- Be present and visible in assigned areas throughout the workday.
- Participate in any required staff meetings, training, or safety briefings.

#### **Required Education:**

High School Diploma or General Education Degree (GED)

#### **Required Qualifications:**

1 year experience working with youth in an educational or similar environment

#### **Certifications, and Licenses:**

Illinois State Paraprofessional License

#### **Required Knowledge, Skills, and/or Abilities**

- Knowledge of the principles of disciplinary regulations for public schools.
- Knowledge of behavioral intervention techniques.
- Ability to deal and communicate diplomatically with individuals.
- Excellent verbal and written skills.
- Ability to work with diverse groups of individuals.

#### **Physical Demands/Work Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger

dexterity. Generally the job requires 40% standing, 40% walking, and 20% sitting. The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledgements:**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other directives, and perform any other related duties as assigned by the Superintendent.

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*Supervisor/Manager Signature*

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*Date*

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*Employee Signature*

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*Date*