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**JOB POSTING #161 – Revised**  
**PLEASE POST**

**The City School District of Albany, New York**  
**An Equal/Affirmative Action Employer**  
**APSUE Employment Opportunity**

<b><u>Date of Posting:</u></b>	April 10, 2018
<b><u>Position(s):</u></b>	Senior Hall Monitor
<b><u>Location(s):</u></b>	Stephen & Harriet Myers Middle School
<b><u>Salary:</u></b>	\$30,745.49
<b><u>Deadline for Applying:</u></b>	April 24, 2018

**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.

**Distinguishing Features of the Class:** Employees of this class will have the responsibility to:

- Communicate the directives issued by the school principal to hall monitors and students on matters pertaining to conduct and discipline;
- Conduct daily monitoring of school buildings and student conduct therein under the general direction of school administrative officials;
- Demonstrate and exercise sound independent judgment to support communications between hall monitors, school administrators, and students.

**Examples of Work:**

- 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.

**Required knowledge, skills & abilities:**

- Ability to develop professional relationships with students, teachers, and school administrators;
- Ability to demonstrate sound judgment to equitably apply school policies tactfully;
- Knowledge of disciplinary methods and techniques used in school settings;
- Ability to utilize basic computer applications to prepare concise written reports.

**Minimum Qualifications:**

- High School Diploma or GED; **AND**
- Minimum three (3) years of satisfactory performance demonstrated in a City School District of Albany hall monitor position

**Send a cover letter, resume and application:**

Email: [humanresources@albany.k12.ny.us](mailto:humanresources@albany.k12.ny.us)

City School District of Albany

Office of Human Resources

1 Academy Park

Albany, N.Y. 12207

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