



STUDY HALL MONITOR

POSITION SUMMARY

Under general supervision, provide instructional and behavioral support to students enrolled in a study hall program. The Study Hall Monitor provides support for the academic needs of students enrolled in a study hall. Employees create a quiet, safe and secure environment which clears the way for students to be successful in completing their work.

MAJOR DUTIES AND RESPONSIBILITIES

1. Create a quiet, orderly and clean study hall environment which facilitates instructional needs; monitor student safety and behavior in the designated study hall classroom; observe and report significant student behavior, behavioral patterns, and problems to the professional educator; implement behavior management programs for student(s) as designed by certified staff.
2. Provide one-on-one and group support to reinforce the student's classroom curriculum and instruction; provide assistance to students in operating technologies as needed.
3. Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K-12 education; model appropriate behaviors; develop, recommend and implement improvements to district practices and student achievement with awareness and understanding of their impact in a racially and culturally diverse community.
4. Keep current on educational support issues associated with high school and adolescent behaviors; attend conferences, workshops, in-services and other trainings specific to student academic needs.
5. Perform a variety of classroom associated support work, such as recording attendance, sorting, filing, keeping accurate records, completing forms.
6. Perform related duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE OF:

- Classroom management techniques.
- Secondary school education, English usage, writing constructs, grammar and punctuation.
- Basic science and arithmetic.

- Instructional assistance equipment, technologies, computers and software applications.
- Interpersonal skills using tact, patience and courtesy.
- Learning patterns of children and adolescents.
- Record keeping techniques.
- Standards of courtesy and behavior expected of students.
- Multi-cultural communities and specific ethnic populations
- Safety rules and procedures to be observed by students.
- Individual and group adolescent behaviors, interests and attitudes.

ABILITY TO:

- Operate a variety of school classroom and office machines and instructional technologies.
- Motivate and encourage positive learning patterns and behaviors.
- Assist with student and classroom management and behavior modification in accordance with District policy.
- Advocate, model and implement Portland Public Schools' Equity Initiative and board policies.
- Understand and carry out oral and written instruction.
- Print and handwrite legibly.
- Establish and maintain cooperative and effective working relationships with others.
- Demonstrate a strong customer service orientation.
- Adapt to changing circumstances and priorities within the learning environment.
- Demonstrate a willingness to work collaboratively as an educational team member.
- Demonstrate strong interpersonal, written and verbal communication skills.
- Establish a good rapport with students
- Work independently under minimal supervision.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Learn District organization, operations policies and procedures.

MINIMUM QUALIFICATIONS

Education: (OFFICIAL TRANSCRIPTS REQUIRED AT TIME OF HIRE)

- Associate's Degree or higher
- The two (2) years of college completed (72 quarter credits or 48 semester credits earned)
- Passing scores from the Praxis ParaPro Assessment

One (1) year of recent employment experience working with adolescents or children in a structured learning environment is required. Extensive verifiable supervised experience as a volunteer working with adolescents and/or children in a school setting or related organizational activity may substitute for the required experience.

The ability to communicate effectively, both orally and in writing, in a language other than English is desirable.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

FLSA: Non-Exempt

Bargaining Unit: Portland Federation of School Professionals (PFSP)

Job Code(s): 1666

Salary Grade: Per contract

Work Year(s): 192

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).

Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.