

**JOB POSTING****NOTICE OF OPENING**

The following PESG position exists in the District for the 2017-2018 school year:

**POSITION:** Hall Monitor/Security

**LOCATION:** Fitzgerald High School

**JOB SUMMARY:** Responsible for monitoring the building after school hours. Promotes positive interaction with students, parents, staff and community members. Assists the staff with the safety, security and welfare of all students and visitors in the school buildings and on the school grounds.

**QUALIFICATIONS:**

- High School diploma or equivalent
- Demonstrated ability to build positive & appropriate rapport with students
- Physically able to continuously walk the hallways of the building
- Able to effectively prevent and/or intercede in student altercations in the building
- Trained in physical restraint techniques, preferred
- Ability to follow verbal and written directions
- Ability to use good judgment in accordance with policies and procedures
- Possess effective communication and interpersonal skills
- Technology experience

**ESSENTIAL DUTIES:**

- Ensure that students & visitors are following District & school policies / guidelines for after school hours events.
- Ensure building is clear of students & unwelcomed visitors after school hours when appropriate per approved calendar events
- Ensure building & grounds are secure by performing continuous monitoring of building and grounds through hall sweeps and video surveillance.
- Maintain security records and protect strict confidentiality of all information.
- Inform the building administration of all conduct believed to require student discipline or police contact.
- Assist in updating discipline guidelines for students and staff.
- Responds to all email, phone, written and verbal communications as directed.
- Performs other duties as may be delegated by the building administration.

**WORK YEAR:** Student Calendar

**WAGE:** \$15.00 per hour processed through PESG.

Qualified applicants should apply on-line via AppliTrack at  
<http://www.applitrack.com/fitzgerald/onlineapp/>  
no later than **4:00 p.m., Friday, January 12, 2018**

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