

**Riverside Local School District**  
**Job Postings/Vacancies**  
2023 – 2024 School Year  
(Reposted)

Date: August 25, 2023

Title: **(2) Study Hall Monitors – Riverside Campus**  
Monday – Friday; 6:45 a.m. – 2:40 p.m.  
\* **Educational Aide Permit will be required** – [learn more here](#)

Responsibilities  
and Skills  
Required:

Please refer to attached Job Description.

Reports to: Campus Principal

Terms of  
Employment:

Initial contract one year; additional employment in compliance with Article XVII of the negotiated agreement between the Riverside Local Board of Education and O.A.P.S.E. LOCAL #374 and O.R.C. Section 3319.081 (A).

Funding: General Fund, Minimum for Study Hall Monitor, \$12.56 – Step 0.

Limitations:

As listed in the Riverside Local School District Policy Section 4120, Employment of Non-Teaching Personnel, 4124 Employment Contract, and Articles X, XVII, and XXX of the Agreement between the Riverside Local Board of Education and O.A.P.S.E. Local #374. Please consult relevant negotiated agreement for other applicable limitations.

All requests for consideration by district teachers must be sent to Mrs. Mallory Aliff ([Mallory.Aliff@riversideschools.net](mailto:Mallory.Aliff@riversideschools.net)) by 4:00 p.m. September 1, 2023.

*M. Aliff*  
8/25/2023  
12:10 pm

## **JOB DESCRIPTION**

### **DUTIES AND RESPONSIBILITIES**

**Position:** **STUDY HALL MONITOR**  
**Evaluated by:** Principal or Designee  
**Job Goal:** To maintain the appropriate safe and educational environment in order that students may use their study time effectively.

#### **Qualifications:**

1. High School diploma or equivalent.
2. Demonstrated interest in students and education.
3. Such alternative qualifications as may be found to be appropriate and acceptable.
4. Possession of or willing to apply for educational aide certificate.

#### **Performance Responsibilities:**

1. Maintains pupil attendance and other pertinent pupil records and data as directed for each student.
2. Assists in communications between parents and teachers.
3. Conducts reinforcement learning exercises with small groups, as directed.
4. Create working environment that enables student success.
5. Performs other tasks as assigned by the principal within the scope of the job goal and responsibilities.
6. Attend meetings as appropriate for safety, training, or issues relating to the study hall monitor position.
7. Provides critical analysis as needed.
8. Generates written work-product as needed.
9. Reports misconduct or violations of policy or procedure.
10. Must not disrupt the proper functioning of your position or department.
11. Must not undermine the authority of coworkers, supervisors, or superiors.
12. Must maintain close working relationships with coworkers, supervisors, and superiors.
13. Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.
14. Must ensure that all applicable laws and regulations are followed. In the event the employee becomes aware of any non-compliance by the District or other staff, the employee is to report such to his/her immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.
15. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Riverside Local School District.
16. Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
17. Must instill in students the belief in and practice of ethical principles and democratic values.

#### **Terms of**

**Employment:** Salary, work year, and pay schedule as established by the Board.

**Evaluation:** Performance of this job will be evaluated periodically by the principal or designee.