

St. Joseph Catholic Church

Job Description Hall Monitor:

The responsibilities of the Hall Monitor include, but are not limited to:

- To have a current BCI on file prior to the start of the PSR year
- To be certified in "Protecting God's Children prior to the PSR year
- Follow all St. Joseph PSR Program Policies
- To provide immediate support and cooperation to DRE
- To arrive at least 15 minutes early prior to the start of class to assist the DRE and be ready to greet parents and students
- Be ready to be called upon to be an aide in a classroom if needed to meet PGC requirements
- Lock all classroom doors 15 minutes after class has started
- Collect and take attendance basket to DRE office at the completion of class
- Return supply carts to the DRE office at the end of the evening
- Aide children needing to use the restroom and get them back to their classroom (Remain outside the restroom door to monitor the restroom door)
- Monitor students leaving early making sure to maintain proper pick up procedures are happening (Students in the 1st thru 4th grades must be picked up by a parent in the appropriate classroom)
- Monitor front doors to make sure only authorized people are coming into our building
As children arrive, make sure that parents are not leaving their children in a classroom that does not have a Catechist/Aide present
- Assist the DRE in the event of an emergency

Programs may also include particular expectations specific to grade level activities, liturgical calendar events, etc .

Hall Monitor Signature: _____

Date: _____