



<b>Job Title</b>	Study Hall Proctor	<b>Classified</b>	10 months-Full Time
<b>Department</b>	Electives/Faculty		
<b>Supervisory Reporting</b>	Principal		

<b>Supervisor of</b>	N/A
<b>Works directly with</b>	All Faculty, Staff & Students

<b>Professional Expectations</b>
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- Professional development - show initiative in increasing present skills and learning new ones.
- Dependability - on time and on task throughout the day, and complete tasks in a timely manner.
- Cooperativeness - positive attitude with others; cooperative and helpful with co-workers; foster an open and trusting work environment.
- Professionalism - maintain appropriate boundaries with students; dress appropriately; maintain confidentiality; use appropriate channels of communication to express concerns; accept responsibility.
- Adaptability - accept and apply constructive feedback; demonstrate flexibility to meet new needs or challenges, and to incorporate new ideas; suggest better ways to do things.
- Communication skills - respond in a timely manner to phone and email messages; communicate effectively with staff, students, and parents; listen carefully and ask questions when needed; clear and accurate verbal and written communication.
- Decision making/problem-solving - make sound and timely decisions by analyzing facts; reach logical conclusions by the use of foresight and planning; independent but seek help from the right source when appropriate; prompt response to safety and security concerns.
- Commitment to Diversity, Equity, and Inclusion - demonstrate in personal actions and decision making, and in interactions with colleagues and students, the ability to create, promote, and maintain a safe and positive environment for all students and employees, regardless of race, religion, religious belief, sexual orientation, gender or gender identity, and socio-economic status; call out violations of the DEI policy when encountered.
- Service to Franklin - act as an ambassador in any setting, supporting both the school's mission and handbooks; support students in both the context of the job and involvement in their extra-curricular and co-curricular activities.

<b>Job Specific Expectations</b>
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- Supervise students during assigned study hall periods, ensuring a quiet, focused atmosphere conducive to studying and completing assignments.
- Supervise students and maintain a safe environment conducive to learning.

- Assist students with organizational and study skills as needed, offering guidance on time management and effective study practices.
- Uphold and enforce the school rules and policies regarding behavior, attendance, and academic integrity.
- Monitor student attendance, maintain accurate attendance records, and report any discrepancies to school administration.
- Assist students with acquiring and utilizing instructional resources
- Respond to student inquiries and provide general academic support when appropriate.
- Communicate any issues or concerns related to student behavior or study hall operations to the appropriate school staff.
- Ensure the study hall area is clean and organized, with necessary materials and resources available to students.
- Act as a role model for students, promoting a positive and respectful learning environment.
- Attend meetings/training as assigned (e.g. workshops, training, in-services) to convey and/or gather information required to perform functions.
- Perform required record keeping.
- Performs other duties as assigned by the Principal.
- Maintain confidentiality of student records and information.
- Works with courtesy, tact, and diplomacy in dealing with others and the ability to work cooperatively with others as a part of a team.
- Able to read, comprehend, and apply job-related written material and make decisions in accordance with applicable school system policies and procedures.
- Able to communicate effectively, orally and in writing.
- Able to establish and maintain satisfactory working relationships with other employees, children, and the general public
- Able to effectively operate computer hardware and use current software programs.

### Qualifications

- Associate's degree required, bachelor's degree preferred
- Minimum 1 year working with adolescents in an instructional environment preferred
- Work experience in an academic environment, high school preferred
- Experience with Google Classroom and Google Suite preferred
- Experience working with PowerSchool preferred

I have read and understood the above job duties and responsibilities of the **Study Hall Proctor** as described in the job description. I am able to perform all of the essential functions of the position with or without reasonable accommodation. I understand that my job duties may change on a temporary or regular basis according to the needs of the school without being specifically included in the job description. I further understand that future performance evaluations and merit increases are based on my ability to perform the duties and responsibilities outlined in this job description.

**Employee Name Printed:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

