



Hall/Door Monitor

Job Description

Title: Hall/Door Monitor for St. John Neumann's Religious Education (RE) Program

Responsible To: Director and Coordinator of Religious Education

Responsibilities of an Office Assistant:

- Arrives a few minutes before class time, checking in at the RE Office and then going to assigned area
- Maintains order in the hallway
- Assists lost children and monitors children arriving at and leaving the classroom during class time. If necessary, escorts children to Room 108 (Coordinator's office) or the Religious Education Office.
- At times, works on special projects at desk during classtime
- Stays a few minutes past class to monitor hallways and pick-up. Students in preschool through grade 5 should not leave the building without an adult. Parents are required to park their cars and come into the building to pick up their child.
- Supervises students' welfare and safety
- If unable to make a class, informs the RE Office
- Shares and supports the vision and goals of the parish Religious Education program
- Abides by Diocesan policies, including completing all required forms and training
- Exhibits a positive attitude with children, parents, staff, and the parish community

Personal Qualities Needed:

- Love of the Lord and love of children
- Openness to the Spirit, to people, to new ideas
- Respect for the dignity of every person

Length of Commitment: September to May

