

Friday SUG Detailed Position Descriptions

Downstairs Monitor – 1st and 2nd periods one downstairs monitor will sit by the bathroom and exit hall and ensure that no students are roaming the halls during class times and that there is no noise in the halls during teaching times. They should walk around to the hall out of sight occasionally and if they hear someone in the hall. They will also ensure that exits downstairs are not used by anyone during those times (unless in the case of an emergency). The downstairs monitor will ensure there is toilet paper in the bathrooms and that there are no problems with the bathrooms. Report any problems to Cindy Bradford. The monitors will use walkie-talkies to communicate with the onsite Friday coordinator (Cindy Bradford) as needed.

Downstairs Monitors/Lunch Monitor – 3rd hour (11:10am -12:55pm) the two downstairs monitors will sit either by the bathroom and exit hall or at the desk at the bottom of the stairs. Then they will both move to the lunchroom from 12:05 pm - 12:40 pm to monitor the lunchroom, and then will return to the downstairs positions from 12:40pm - 12:55pm. . The monitors will use walkie-talkies to communicate with the onsite Friday coordinator (Cindy Bradford) as needed.

Acting as the lunch monitor they will ensure that the students are behaving in proper manner during the lunch hour of 12:05pm - 12:40pm. The monitor will be in contact with the on-site coordinator (Cindy Bradford) as needed via walkie-talkie communication. Please do not volunteer for this position if you have small children with you!

Downstairs Monitors/End of Day Help - 4th hour (12:55pm - 2:30pm) the two downstairs monitors will sit by the bathroom and exit hall downstairs and at the desk at the bottom of the stairs. At the end of the day they will move and either help breakdown of Hobert Hall which includes wiping tables or they will be make sure white boards are wiped clean of writing, empty all trash from bathrooms & classrooms, and dispose of the trash in the bin outside the Hobert Hall doors in the front. This should take no more than 30 minutes (they will assist the on-site coordinator, Cindy Bradford, with the breakdown so they will not be the only ones doing this). In addition, these positions should NOT have children younger than 12 with the parent. The monitors will use walkie-talkies to communicate with the onsite Friday coordinator (Cindy Bradford) as needed.

Study Hall Monitors - The study hall monitor will monitor the students in study hall to ensure they are silent during the entire study hall time period. The person

volunteering for this position can bring small children with them as long as the children are kept quiet the entire period.

The monitor will be in contact with the on-site coordinator (Cindy Bradford) as needed via walkie-talkie communication.

Safety Monitors – A very important new position. This monitor will sit in the parking lot, with a walkie talkie, in a spot with a view of those coming in and watch for any suspicious coming into Hobert Hall. We will have an identifier for cars coming to C3. There will be unmarked cars coming for St. Bridget's mass. But this person should be looking for anyone going towards Hobert Hall who looks suspicious or threatening. The monitor will not confront the person but call Cindy Bradford on the walkie talkie to be on alert and 911 if the person looks threatening.

Task Substitute – Only sign up for this position if you will be available throughout the academic year to be called to sub for someone who is not able to do their weekly task due to sickness, etc. In case of sickness, etc. you can be passed but you will be expected to be available most if not all of the year. Life happens and we need persons to help relieve those in need.