****

**2025-2026 School Year**

**Job Posting**

**Position:** Study Hall Monitor

**Job ID:** 415

**Job Objective:** Serves as a Study Hall monitor (M-F 7:45 – 3:15) for St. Paul High School.

**General Summary:** To teach and to model the Catholic faith in a way that realizes the threefold purpose of Catholic Education: to teach the message revealed by God which the Church proclaims, to build community in the life of the Holy Spirit, and to serve the human community.

**Minimum Requirements:**

* Practicing Catholic Preferred: Help carry on the mission of Christ’s church.
* Must successfully pass the required background check and all requirements of the Toledo Diocese VIRTUS program prior to employment and maintain a satisfactory background check throughout employment.
* The applicant must be at least 18 years old, have a high school diploma or equivalent.
* Prior training and/or experience in education or child development is strongly preferred.
* Assist students with organization of classwork.
* Support the goals and objectives of the general education teachers.
* Communicate with teachers about students’ study hall progress and academic behaviors support how they are improving their academic status and deficiencies.
* Cover lunch duties when available and needed.
* Encourage independence, self-confidence and positive self-image.
* Ensure a quiet and orderly classroom environment.
* Enforce school rules and behavior expectations.
* Ensure the safety of all students in your care.
* Carry out the schedule of the day.
* Observe student to adult ratios as stated by the Ohio Department of Education.
* Observe the hours established by the High School Principal.
* Must be reliable, punctual, and adhere to NC guidelines as outlined in the Employee Handbook.

Apply by completing the Employment Application found on:

[www.norwalkcatholic.org/employment](http://www.norwalkcatholic.org/employment)

**Application Deadline: Until Filled**