



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

Application Deadline: Until Filled