

Friday monitors – Task descriptions

All study halls are indoors in Discipleship Hall.

8:30-10:30 position: Study Hall/Hall monitor

The monitor should sit in Discipleship Hall at a table near the doorway with full view of the hall/bathroom (near that corner of the hall gives the broadest angle). Students will be spread out among the tables, ideally no more than 2 per table. This is an enforced quiet study period with no talking or interacting among the students. The role of this monitor is to keep the room quiet while also watching the hall and bathroom to be sure students are in class and not wandering in the halls, nor spending excessive time out of class in the bathroom. The monitor can also use this time for private work or study.

Keep traffic in and out of the room to a minimum.

10:30-12:30 positions: Study hall/hall monitor/lunch monitor (2 monitors)

This period has a large study hall group enrolled and may need to spill over into a second room. There will be two monitors on account of the large study hall enrollment. One monitor should sit in Discipleship Hall at a table near the doorway with full view of the hall/bathroom (near that corner of the hall gives the broadest angle). Students will be spread out among the tables, ideally no more than 2 per table. This is an enforced quiet study period with no talking or interacting among the students. The role of this monitor is to keep the room quiet while also watching the hall and bathroom to be sure students are in class and not wandering in the halls, nor spending excessive time out of class in the bathroom. The monitor can also use this time for private work or study. The other monitor is there as a back up to attend to issues if they arise - this second monitor should “float” around the halls, greeter station, supporting the Permanent Friday Monitor and the study hall monitor. The two monitors can share these rolls and divide them as they choose. Both may also attend to their own work while balancing the requirements of the task.

Sometimes a class in-session will take a 10 minute break and be dismissed into Discipleship Hall - if that happens, study hall will be allowed to take a break with them and enjoy some socialization, but return to their studies when the students return to their classes.

Keep traffic in and out of the room to a minimum.

12:00 begins the lunch period when students will either eat indoors or outside. A monitor will be present in both locations (DH and outer pavilion). Be sure students clean up after themselves and leave no trace of their lunches/trash.

12-2 position: hall/study hall/lunch monitor

This monitor covers lunch and the start of the third study hall period. 12:00 begins the lunch period when students will either eat indoors or outside. A monitor will be present in both locations (DH and outer pavilion). Be sure students clean up after themselves and leave no trace of their lunches/trash.

After lunch, the monitor should sit in Discipleship Hall at a table near the doorway with a full view of the hall/bathroom (near that corner of the hall gives the broadest angle). Students will be spread out among the tables, ideally no more than 2 per table. This is an enforced quiet study period with no talking or interacting among the students. The role of this monitor is to keep the room quiet while also watching the hall and bathroom to be sure students are in class and not wandering in the halls, nor spending excessive time out of class in the bathroom. The monitor can also use this time for private work or study.

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1:30-3:45 position: hall/study hall, close building

The closing monitor keeps the study hall quiet while also assisting with closing the school at the end of the day.

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room quiet while also watching the hall and bathroom to be sure students are in class and not wandering in the halls, nor spending excessive time out of class in the bathroom. The monitor can also use this time for private work or study.

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At the end of the day, the monitor will

- Pick up any trash on the floor of the bathrooms
- Restock paper towels and toilet paper
- Flush all toilets through Bethel to make sure there are no sewer gas odors
- Empty trash in Discipleship Hall, all classrooms, all bathrooms and place by Greeters Station
- Empty Upper Pavilion trash. Place all collected trash by front door. [I have contacted the church and Patty and explained the problems and asked for their input on how to accomplish this.]
- Program Coordinator will provide direction