

**SY 2020-2021**  
**ANTICIPATED POSITION**

**Visitor Management Monitor- Middle/High School**

Phase 1- Monday, Tuesday, Thursday, Friday

5.5 hours per day, as needed

(phase 2 hours subject to change)

Start Date: September 3rd, 2020 @ \$15.38/ hour

**Requirements:** Managing all Visitors/Guests to the Building; Temperature Screenings (students, staff, visitors); Bathroom/Hallway Monitoring; Ability to work successfully with children and adults; Substitute Certification preferred, but not required, Working knowledge of Microsoft Office/ Google Apps preferred, but not required; Good physical health and ability to perform assigned duties; Required Criminal History Background Check and proof of US Citizenship or legal resident alien status; Visitor Management Monitor provided by the District prior to the start of the job; CPR and Epi-Pen training recommended.

**Interested Candidates should email a letter of interest to  
Joseph Mastropietro- [mastropietroj@hhschools.org](mailto:mastropietroj@hhschools.org)**

**Submission Deadline- Monday, August 10th, 2020**