

Door monitor – Job Aid

- Find Onsite Supervisor Vince Russo to register
- Obtain job description from Onsite supervisor
- Find chair and place next to side door
- Do not prop the side door open!! Only entry for people with the passcode.
- Redirect everyone to enter the school through the playground
- No child student can exit the side door unless accompanied by a staff member. Redirect them through the playground. (This may be easier if you place yourself inside after 9:40am)
- Adult students will enter/exit around 11 am. This is ok through the side door.
- Make sure the side door remains closed after adult students' traffic.
- Put an orange cone into car entry gate door at 11:50 to avoid car traffic during pick-up time
- Remove orange cone at 12:45
- Check out with Onsite Supervisor on school yard and duty ends at 12:45 pm