

Job Description

Title: Campus Safety Monitor

FLSA Status: Non-exempt

Classification: Administrative Support

Immediate Supervisor: Building Principal

Job Summary: This position is responsible for maintaining the safety and security of the students and campus, fostering an optimal learning environment and acting as a deterrent to unsafe or poor behavior by providing high visibility throughout the school, walking and surveying hallways, common areas, grounds and parking lots and enforcing safe school policies regarding weapons, tobacco, illegal substances, traffic rules, dress code, etc.

Hiring Specifications:

Education

- High school diploma or equivalent

Certification

- Criminal background check required for hire
- Must successfully complete a pre-hire, post-offer physical examination and drug screen
- CPR and First Aid certification required within 1 year after entering position
- District-specified training required within 1 year after entering position

Experience

- Minimum of 1 year experience working with groups of elementary, middle and/or high school students
- 1 year of working with youth in an organized setting and /or security guard experience preferred

Skills, Knowledge & Abilities

- Ability to work a flexible work schedule to include evenings, nights and weekends
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, use appropriate safety equipment and report unsafe conditions to the appropriate administrator
- Ability to establish and maintain effective working relationships with students, staff, parents and the school community
- Ability to speak clearly and concisely both in oral and written communication
- Ability to perform duties with awareness of all district requirements and Board of Education policies
- Knowledge of investigation and property protection methods
- Knowledge of community problems affecting schools
- Knowledge of mediation services and conflict resolution techniques
- Knowledge of hazardous materials and safety procedures
- Ability to work independently and with little direction within scope of position
- Ability to maintain confidentiality

Technology Requirements

- Operating knowledge of two-way radios required within 1 month after entering position
- Basic operating knowledge of personal computers and peripherals preferred at hire; required within 1 month after entering position

Supervision of Others:

- N/A

Personal Contacts:

- Students, parents and community members
- All district personnel
- Student leaders
- Advisory and district committee members
- City law enforcement personnel

Job Duties:

1. Monitors students during lunch hour inside and outside of the building.
2. Walks the hallways, common areas, grounds and parking lots, to monitor student, staff and visitor conduct.
3. Monitors security cameras to oversee the safety and security of students, staff and school assets.
4. Assists visitors and checks for visitor passes. Escorts unauthorized visitors off campus.
5. Assists administrators and School Resource Officer (SRO) in the investigation of illegal activity within the school.
6. Provides security at sporting events and/or other extracurricular activities outside of school hours including weekends, evenings and occasional nights.
7. Assists administrators, staff and students during crisis situations, including fire drills, tornado drills, weapons control, bomb threats and lockdowns.
8. Provides leadership in implementing and monitoring all school safety procedures.
9. Assists the school administration in assessing the level of school safety throughout the school year.
10. Develops and maintains friendly and cordial relations with students, staff, school officials, parents and community partners.
11. Notifies administration of unusual activities or problems.
12. Prepares and maintains applicable reports and records.
13. Serves as a member of the building incident command team.
14. Performs other duties as may be assigned.

Physical Requirements:

		NEVER 0%	OCCASIONAL 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A.	Standing				X

B.	Walking				X
C.	Sitting		X		
D.	Bending/Stooping		X		
E.	Pushing/Pulling		X		
F.	Reaching		X		
G.	Climbing/Stairs			X	
H.	Driving	X			
I.	Lifting			Up to 10 lbs.	
J.	Carrying		More than 100 lbs.		
K.	Manual Dexterity Tasks				
	Telephone		X		
	Computer		X		
	Other – 2-way radio			X	
L.	Working Conditions				
	Inside			X	
	Outside			X	
	Extremes in temp/humidity			X	

Terms of Employment: 188-day contract per Board policy and administrative guidelines.

Date Last Revised: 5/11/09