

CUYAHOGA FALLS CITY SCHOOLS JOB DESCRIPTION

Position: Security Monitor
Reports to: Security Supervisor
Employment Status: Regular/Full-time
FLSA Status: Exempt

Description: Responsible for maintaining a safe and secure environment for students, staff, and visitors within the school premises. This role involves monitoring school grounds, enforcing school policies, responding to incidents, and collaborating with school administration and local law enforcement to ensure the well-being of the school community.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

Campus Monitoring

- Continuously patrol in person or via District supplied technology the internal and external footprint of the 6-12 campus to preserve order, protect property, prevent and detect signs of intrusion and ensure security of doors, windows, and gate.
- Monitor surveillance cameras and alarm systems, reporting any suspicious activity immediately.
- Control access points, ensuring only authorized personnel and visitors enter the school.
- Check identification of visitors and issue visitor badges as per school policy.

Incident Response

- Respond promptly and appropriately to security incidents, emergencies, and disturbances.
- Assist in de-escalating conflicts and managing disruptive behavior among students.
- Administer first aid or basic life support if certified and necessary, until professional medical help arrives.
- Document incidents accurately and thoroughly, preparing reports for administration and law enforcement as required.

Policy Enforcement

- Enforce school rules, regulations, and disciplinary policies consistently and fairly.
- Place special emphasis and utilize District provided technology to ensure students are properly equipped with student identification and passes and that they are in authorized areas during the school days.
- Address violations such as truancy, loitering, smoking/vaping, and unauthorized possession of prohibited items.
- Work with school staff to promote a culture of safety and respect among students.

Collaboration & Communication

- Communicate effectively with students, staff, parents, and visitors regarding security procedures and concerns.
- Collaborate with school administration, teachers, and counselors to address student behavior and safety issues.
- Act as a liaison with local law enforcement and emergency services during critical incidents.
- Participate in school safety drills and training sessions to include, but not limited to, knowledge of ICS, emergency response protocols, rally points and reunification procedures.

General Duties

- Assist with student supervision during lunch periods, transitions, and extracurricular activities.
- Report maintenance and safety hazards observed on school property.
- Maintain confidentiality of sensitive information.
- Perform other duties as assigned by the Security Supervisor or designee.

Qualifications

- High school diploma or equivalent required. Associate's degree or higher in Criminal Justice, Security Management, or a related field preferred.
- Minimum of 2-3 years of experience in security, law enforcement, military, or a related field, preferably in a school or youth-oriented environment.
- Acceptable report on required BCI/FBI background investigations.
- Alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate.

Certifications/Licenses

- Valid driver's license.
- Crisis Prevention and Intervention (CPI) training.

Required Knowledge, Skills and Abilities

- Strong observational and problem-solving skills.
- Excellent communication and interpersonal skills, with the ability to interact effectively with diverse populations.
- Ability to remain calm and effective under pressure and in emergency situations.
- Knowledge of security procedures, emergency protocols, and relevant laws.
- Ability to write clear, concise, and accurate incident reports.
- Proficiency in using security equipment (e.g., surveillance systems, two-way radios).
- Basic computer literacy for report writing and communication.

Additional Working Conditions:

- Ability to stand and walk for extended periods, both indoors and outdoors, in various weather conditions.
- Ability to climb stairs, bend, stoop, and lift up to 25 pounds occasionally.
- Good visual and auditory acuity to monitor surroundings and respond to situations.
- Ability to physically intervene in situations if necessary to ensure safety.
- Possible exposure to blood, bodily fluids, tissue, blood-borne pathogens, and/or communicable diseases.
- May require working irregular hours, including evenings and weekends, for school events or emergencies.
- The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or Designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date