Independent School District 518
Worthington, MN 56187
POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Class I Paraprofessional Secure Entrance Monitor	**Department:** General Education
Immediate Supervisor's Position Title: Building Principal	**FLSA Status:** Non-Exempt
Job Summary: The School Secure Entrance Monitor at the high school plays a crucial role in maintaining a safe and secure environment for students, staff, and visitors. This position is responsible for controlling access into the school building during the instructional day, monitoring activity at the entrance, enforcing safety protocols, and responding to emergencies as needed.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Access Control:
  - Monitor and control all entries and exits to the school building.
  - Verify the identity of individuals entering the school, including students, staff, parents, and visitors.
  - Ensure all visitors check in and out according to school policy and are issued appropriate identification badges.
  - Prevent unauthorized individuals from entering the school building.
- Monitoring and Surveillance:
  - Maintain a watchful presence at the school entrance, observing individuals and activity.
  - Report any suspicious activities to the appropriate school personnel or authorities.
- Enforcing School Policies:
  - Enforce school policies and procedures related to entry and exit, visitor protocols, and student behavior at the entrance.
- Communication and Support:
  - Communicate effectively with students, staff, visitors, and emergency personnel.
  - Provide directions and assistance to visitors and direct them to the appropriate school offices.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				**DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)**
	less than high school diploma			
X	**High school diploma or GED.**			**Major field of study or degree emphasis:**
	1 year college		**2 years college**	

	3 years college		**4 years college**	
	1st year graduate level			**Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:** • Knowledge of standard security procedures and best practices. • Strong communication and interpersonal skills to interact effectively with students, parents, and staff. • Clean criminal background and ability to pass drug testing.
	2nd year graduate level			
	Doctorate level			

Required Work Experience in Addition to Formal Education/Training: • Relevant experience in security or working with youth preferred.
LICENSE/ CERTIFICATION — **Identify licenses/certification required upon hiring:**

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	**Skilled in:** • Ability to remain calm and make sound judgments in stressful situations. • Ability to read, understand, and adhere to written and oral instructions.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	**# of Employees**
	TOTAL	0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	**Total:** **0**

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted*	**Unusual or hazardous working conditions related to performance of duties:** Work is performed in a typical school setting where the employee is exposed to minimal environmental or physical hazards or risks associated with performing the requirements of the job. Employees may be subject to disagreeable human interactions and disagreements due to the

	enforcement of media center rules and procedures.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	**Never**	**1-33% Occasionally**	**34-66% Frequently**	**66-100% Continuously**
Stand				x
Walk			x	
Sit		x		
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms			x	
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds			x	
up to 50 pounds		x		
up to 75 pounds		x		
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

- Ability to stand and/or walk for extended periods.
- Sufficient visual and auditory acuity to monitor the environment effectively.
- Ability to maintain composure and function effectively in high-stress situations.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.