

Job Title: Campus Safety and Security Monitor
Reports To: Building Administrator
Work Days: 185 days
FLSA Status: Non-Exempt

JOB SUMMARY

Under minimal supervision, the Campus Safety and Security Monitor supports a safe environment for students, staff, and community. The employee patrols school property, observes and maintains student behavior, and reports violations of campus policies and behavior standards. The Campus Safety and Security Monitor assists in maintaining order in the school by working with students on behavioral issues. The employee may work with security equipment to assist with investigation at the school. The employee must be able to communicate well with students, staff, and parents. The Campus Safety and Security Monitor works under the supervision of a school administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Provides for safety and security of students, staff, and community by patrolling building and grounds before, during, and after school hours.
2. Reports illegal activities, questionable or unsafe conditions or problems with security to site administration.
3. Monitors security cameras, social media, and student interactions and communications. Relays important information to appropriate building leaders and school resource officers for use in student discipline or criminal matters.
4. Recommends improvements in security and safety of facilities to the principal or designee.
5. Assists school administrators, counselors, and dean of students with issues pertaining to student disciplinary or behavioral issues.
6. Monitors all non-school personnel and directs them to the office or off the school premises.
7. Monitors school buildings, parking lots, and surrounding areas to ensure student and public safety and security.
8. Evaluates the seriousness of a given situation and calls for assistance if necessary.
9. Supervises commons, hallway, and bus area to ensure safety and security of students at all times by keeping a calm and disciplined atmosphere.
10. Assists in resolving conflicts between students.
11. Assists in implementing schoolwide PBIS systems.
12. Directs all general traffic and bus traffic as needed to maintain order in vehicle and pedestrian crossings.
13. Maintains radio communication with school personnel.
14. Detains students for alleged misconduct and delivers students to appropriate authorities which may include counselors, administrators, and/or police officials.
15. Enforces all policies relating to student discipline and attendance.
16. Develops and maintains positive internal lines of communication with students and staff.
17. Develops and maintains positive external lines of communication with parents, patrons, community agencies, and other public agencies.
18. Maintains confidentiality.
19. Follows and maintains knowledge of all District policies and procedures.

20. Attends work regularly.
21. Occasionally performs compensated work beyond a standard work week when work-load requires.
22. Other duties may be assigned as needed.

MARGINAL DUTIES AND RESPONSIBILITIES

Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Assists as necessary in answering telephones and operating general office machinery including photocopy machine and computer.
2. Evaluates student injuries, determines course of action, performs minor first aid in compliance with District policy(ies) and completes required paperwork in a timely fashion.
3. Fills out communication log(s).
4. Attends inservice training.
5. Attends staff meetings.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School diploma and up to one year of advanced training/experience in specific job requirements. Prior work experience in a school or public setting or in a position that involves working with the general public in situations that could involve conflict is preferred.
- Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas and contributing to building a positive team spirit.
- Ability to communicate fluently in English, verbally and in writing. Ability to communicate in Spanish is desirable. Ability to effectively present information and respond effectively to questions in one-on-one, small and large group situations to students and other school staff and parents. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations.
- Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference and area. Ability to apply concepts of basic algebra, geometry, fractions, percentages, ratios and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

- General knowledge of computer usage and ability to use database software, e-mail, internet software, spreadsheets, and word processing software. Ability to proficiently use the following programs strongly preferred: Synergy, Google Suite
- Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with frequent interruptions.
- Ability to flex time for night events, athletic contests, dances, or special schedules.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, but occasionally high depending upon the student population and activities. Employee may be exposed to body fluids and bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Approved By: Human Resources Director

Updated: July 2022

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

Supervisor Signature: _____

Date: _____

Supervisor Printed Name: _____