

Campus Monitor

Purpose Statement

The job of Campus Monitor is done for the purpose of providing support to the educational process with specific responsibilities for ensuring the safety and welfare of students during classroom and non-classroom activities; minimizing the frequency and/or severity of harmful incidents; and communicating observations and/or incidents that have a potential impact on the general well-being of students, school personnel, and/or visitors.

This job reports to Assigned Supervisor

Essential Functions

- Communicates district and/or school safety and security policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.
- Documents and reports incidents through two-way radio and maintains a variety of files and records (e.g. student behavior, pictures, schedules, guidelines, etc.) for the purpose of ensuring the availability of information for future reference and/or audit for compliance to established policies.
- Escorts students, assigned personnel and/or visitors to offices and/or special locations for the purpose of providing direction, ensuring their safety and providing site security.
- Intervenes in potential conflicts and emergency situations for the purpose of minimizing disruptions of campus activities and/or injury to involved parties.
- Monitors school facilities, approaches strangers and directs them to appropriate location for the purpose of providing administrative visibility, maintaining security and deterring crime.
- Monitors student behavior in various settings during and between assigned periods and checks facilities (e.g. restrooms, hallways, cafeteria, school grounds, parking lot, etc.) consistently for the purpose of ensuring student compliance with established guidelines, maintaining a safe and positive learning environment.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Patrols activities on campus parking lots for the purpose of monitoring traffic flow and managing a safe and secure campus.
- Refers incidents, unusual activities and/or behavior to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.
- Reports incidents and assists in preparing documentation as for the purpose of documenting activities, providing written reference, and/or conveying information.
- Responds to inquiries from a variety of sources regarding campus security issues for the purpose of providing information, direction and/or referral for addressing inquiry.

- Responds to a variety of situations (e.g. injuries, vandalism, suspicious activities, alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Surveys student behavior, with/without camera surveillance on computer, and visually scans various areas for the purpose of ensuring students are in compliance with established regulations and maintaining a safe and positive learning environment.
- Assists in opening/closing facilities (e.g. classrooms, restrooms, locker rooms, etc.) for the purpose of allowing access by students and staff.

Other Functions

- Performs reasonably related job duties as assigned for the purpose of supporting other personnel in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices and procedures; administering first aid; and observing, analyzing and responding appropriately to student behaviors.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: school safety and security practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; diffuse argumentative behavior; working as part of a team; and displaying good judgement, tact and courtesy.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 10% sitting, 70% walking, and 20% standing. The job is performed under some temperature variations and in an environment with exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education (Minimum): Targeted, job related education with study in job-related area. The completion of CPI Non-Violent Crisis Intervention and CPR/First Aid Certification.

Required Testing

None Required

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training
SB 1626 – Campus Security Training

FLSA Status

Non Exempt

Certificates and Licenses

None Required

Clearances

Criminal Background Clearance
Tuberculosis Clearance

Approval Date

December 14, 2021

Salary Grade

Range 7

Revised Date