

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	School Campus Monitor
Pay Table:	Support
Pay Grade:	5
FLSA Status:	Non-Exempt
Job Code:	838
Reports to:	Principal/Assistant Principal

JOB SUMMARY

Under direct supervision of the Principal or Assistant Principal, the School Campus Monitor is responsible for providing assistance in maintaining a safe and secure school environment. Patrols school corridors, locker rooms, restrooms, assembly and athletic facilities, gymnasiums, bus loading areas, school grounds, etc. Monitors buildings and grounds for unauthorized persons and/or suspicious activities. Investigates incidents, notifies school administrators of situations, activities, and/or threats of harm to students on or near school property. Diffuses threatening situations/confrontations in a positive and constructive manner and intervenes appropriately in situations likely to result in disruption or injury

ESSENTIAL JOB FUNCTIONS

- Responsible for providing assistance in maintaining a safe and secure school environment.
- Supervise and monitor student behavior to recognize and address inappropriate behavior in alignment with District and school policies.
- Remain mobile, alert, and observant while patrolling school corridors, locker rooms, restrooms, assembly and athletic facilities, gymnasiums, bus loading areas, school grounds, etc.
- Diffuse threatening situations/confrontations in a positive and constructive manner and intervene appropriately in situations likely to result in disruption or injury.
- Maintain student records and information according to FERPA and District policies.
- Monitor buildings and grounds for unauthorized persons and/or suspicious activities.
- Investigate incidents, notify school administrators of situations, activities and/or threats of harm to students on or near school property.
- Maintain positive relations and interact with students, school and District personnel, law enforcement, parents/guardians, and community members.
- Examine doors, windows, and gates to ensure security; lock and unlock doors as required.
- Operate and monitor security surveillance cameras.
- Refer students to school administration for repeated behavior concerns or in cases of flagrant or repeated violations of school policies and/or regulations.

- Assist teachers when requested in dealing with disruptive students. Exposure to student behavior issues (e.g. fighting, violence, aggressions, vulgarity etc.)
- Assist in coordinating school security issues with administration and school officers.
- Respond to medical emergencies; assist in carrying out emergency response plans (e.g. fire drills, bomb threats, lock downs etc.)
- May perform other specific duties as assigned (e.g. enforce school parking policies and issue parking tickets; assist in performing locker searches and act as a witness in searches; prepare witness statements and other reports; shovel snow from walks; etc.)
- Understand and implement school attendance and security procedures.
- This position requires punctual and regular daily attendance.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Previous experience working with students in an educational setting preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Effective computer technology skills. CCTV experience preferred.
- Effective problem solving, organizational, multi-tasking, judgment and time management skills.
- Demonstrated competence in reading, writing, and basic math.
- Attention to detail and accuracy of work.
- Excellent communication and interpersonal skills.
- Knowledge of basic first-aid. CPR training preferred.
- Ability to work with disruptive or non-cooperative students.
- Ability to maintain control in stressful situations.

PHYSICAL DEMANDS

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.