

THE HARVEY SCHOOL

School Safety Monitor Job Description

Position Overview

The School Safety Monitor will play an integral role in creating and maintaining a warm, welcoming, and safe environment for all students, employees, and visitors. This position is part-time from 9:00 a.m. to 2:00 p.m. when school is in session and reports to the School Safety Coordinator.

Duties and Responsibilities

- Monitor facilities to ensure the well-being of students, staff, and visitors.
- Detect and report unauthorized or suspicious persons and activities.
- Notify the appropriate supervisor of any emergency, potentially dangerous, or unusual situations.
- Ensure smooth traffic flow and direct student movement between class periods and at other transition times.
- Greet visitors and assist them with directions.
- Ensure that students and other community members are adhering to all current health and safety protocols.
- Assume other tasks and responsibilities as assigned by the Director of Operations or School Safety Coordinator.

Minimum Qualifications

- Experience working in a school environment preferred. Law enforcement, security, or military background a plus.
- Interest in working closely with students.
- Ability to collaborate with faculty, staff, administration, and parents.
- Ability to communicate clearly and effectively, verbally and in writing.
- Strong organizational skills, attention to detail, and follow-through.
- Positive attitude, patience, flexible approach, and a sense of humor.

To apply for this position:

Please send a single PDF file that includes a cover letter, resume, and three references to employment@harveyschool.org. Please include the position title in the subject line.