



BRIDGEWATER-RARITAN REGIONAL SCHOOL DISTRICT
Job Description Manual

SECTION **CENTRAL ADMINISTRATION**

CATEGORY **CLASSIFIED PERSONNEL**

TITLE **CAMPUS MONITOR**

QUALIFICATIONS

1. Non-certificated
2. Strong organizational skills, with an ability to:
 - a. Make decisions in accordance with established policies and regulations.
 - b. Understand and follow directions while working independently.
 - c. Assist with a variety of projects, while working in a team environment.
 - d. Communicate effectively with staff, students, and community members

PREFERRED

1. Bachelor's Degree
2. Prior experience in Law Enforcement

REPORTING RESPONSIBILITIES

The Campus Monitor works under the supervision of the Principals and District Security Coordinator.

JOB GOAL

The Campus Monitor assists in maintaining order and security in the schools by working with students and staff. The employee must be able to communicate well with students, staff, and parents. The Campus Monitor enforces policies and regulations as they relate to the safety and security of people and property.

TERMS OF EMPLOYMENT

10 months
Benefits as described in Board policy.

PERSONAL EVALUATION

The performance of this job will be evaluated in accordance with the Board of Education policy and State Administrative Code.

PERFORMANCE RESPONSIBILITIES

1. Provides for safety and security of students, staff, and parents by patrolling the building and grounds.



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2. Reports illegal activities, questionable or unsafe conditions, or problems with security to the principal or designee.
3. Recommends improvements in security and safety of facilities to the principals or District Security Coordinator.
4. Monitors all non-school personnel and directs them to the office or off the school premises.
5. Evaluates the seriousness of a given situation and calls for assistance if necessary.
6. Maintains radio communication with school personnel.
7. Assists with the plans to provide for a successful arrival and dismissal of students during the school day.
8. Manages campus visitations by the public and enforces protocols for vendors and contractors.
9. Monitors school parking lots during times and at locations assigned by Bridgewater- Raritan Regional administration.
10. Assist with supervision during lunch and recess periods.
11. Fulfills performance standards identified in the evaluation process as required by the position.
12. Other duties may be assigned as needed. The Campus Monitor will perform other duties as may be required due to emergency situations or upon the direction of the Superintendent of Schools or Assistant Superintendent for Personnel.

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.

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.

Adopted: 05 April 2022