

# Lebanon Community Schools

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## POSITION DESCRIPTION

TITLE: CAMPUS MONITOR

TYPE: Classified

REPORTS TO: Principal

### POSITION SUMMARY:

Patrol the school campus and adjacent property to ensure school security and pupil safety; supervises pupils on campus and at school activities, and assists in the enforcement of rules and regulations.

### MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Criminal history clearance.
3. Demonstrated knowledge and ability through a formal state or local academic assessment.
4. Valid Oregon Driver's License, evidence of insurability and availability of private transportation.

### ESSENTIAL FUNCTIONS:

1. Patrol campus during school hours including halls, locker rooms, grounds, and parking lots, and provide general supervision of pupils outside of class.
2. Maintain alertness for problems likely to disrupt the educational process or to be injurious to persons or property; corrects or reports conditions hazardous to the health and safety of pupils, the public, and staff; remains alert to gang member presence including signals and the wearing of colors.
3. Notify supervisor, as appropriate, of gang activities on or near campus and communicates with school staff via portable radio; reports hazards or unsafe conditions on school property to principal or designee.
4. Establish and maintain a positive working relationship with administrators, staff, students and community, including School Resource Officer, local law enforcement agencies and representatives.
5. Adjust schedule to accommodate assignment to a variety of pupil activities.
6. Assist pupils in resolving conflicts in a positive and constructive manner through the use of conflict resolution strategies and mediation techniques and participates in the training of pupils and staff in conflict resolution strategies and mediation techniques.
7. Refer pupils to appropriate administrator in cases of flagrant or repeated violations of school regulations and assists teachers when requested in dealing with unruly pupils.
8. Screens persons entering school grounds and report presence of unauthorized persons, or stop visitors to campus to ensure they are properly authorized.
13. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
14. Prepare and maintain a variety of required state and local statistical reports, records and files.
15. Communicate effectively orally and in writing.

LEBANON COMMUNITY SCHOOLS

Position Description

Campus Monitor (cont'd)

**OTHER REQUIREMENTS:**

1. Possible exposure to bodily fluids due to student or employee illness or injury.
2. Work is performed in & outdoors, in all weather conditions around all areas of school campus.
3. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
4. Occasionally performs other duties as required by supervisor.

**WORKPLACE EXPECTATIONS:**

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

**TERMS OF EMPLOYMENT:**

Current work year of approximately 180 paid days, subject to change.

Salary and benefits based on current District Salary Schedule and negotiated agreement.

**EVALUATION:**

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

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**EMPLOYEE STATEMENT:**

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

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Employee Name (Print)

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Date

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Employee Signature

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Date

**PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS**

In an 8 hour workday, this job requires: R - Rarely (Less than .5 hr per day)      O - Occasionally (.5 - 2.5 hrs per day) F - Frequently (2.5 - 5.5 hrs per day)      C - Continually (5.5 - 8 hrs per day) NA - Not Applicable					
<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary standing				X	
Walking (level surface)				X	
Walking (uneven surface)				X	
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead		X			
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control	X				
*Pushing/Pulling Maximum weight: <u>30 lbs.</u>		X			
*Lifting/Carrying Maximum weight: <u>20 lbs.</u>		X			

\* Identify items typically moved: Books, boxes of paper, supplies, carts, file drawers, heavy objects