

# MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201

## JOB DESCRIPTION

Job Title: **Campus Monitor**  
 Pay/Pay Range: **\$16.50/hr**  
 Pay Schedule: **Bi-weekly over 26 pays**  
 Prepared/Revised Date: **October 2021**

Reports To: **Building Admin or Designee**  
 FLSA Status: **Non Exempt**  
 Work Schedule: **7.5 hrs/day + unpaid meal break**  
 Work Year: **181 days**

**SUMMARY:** The Campus Monitor assists in maintaining order in the school by providing general supervision, working with students on behavioral needs, and promoting a positive and safe environment. Under general supervision, the Campus Monitor protects the rights and property of the school, District personnel, and students and enforces District policies, and school regulations as they relate to safety and security of people and property.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Supervision: Safety and Security of Facility <ul style="list-style-type: none"> <li>➤ Supervises building and building grounds throughout workday</li> <li>➤ Supervises students during lunchtime while encouraging peaceful resolution of conflicts</li> <li>➤ Recommends improvements in security and safety of facilities to the principal or designee.</li> <li>➤ Directs all general traffic and bus traffic as needed to maintain order in vehicle and pedestrian crossings</li> <li>➤ Responds to emergency situations (injured students, fights, etc) for the purpose of resolving immediate safety concerns</li> </ul>	D	50
2. Communication: Interactions with Faculty and Students <ul style="list-style-type: none"> <li>➤ Evaluates the seriousness of a given situation and calls for assistance if necessary</li> <li>➤ Maintains appropriate radio communication with school personnel</li> <li>➤ Interacts with students to maintain order and provide assistance when needed</li> <li>➤ Develops and maintains positive internal lines of communication with students and staff</li> <li>➤ Develops and maintains positive external lines of communications with parents, patrons, community agencies, and other public agencies</li> <li>➤ Professionally represents the school and the District in interactions with parents, community, staff and students</li> </ul>	D	15
3. Monitoring and Reporting: <ul style="list-style-type: none"> <li>➤ Reports safety, sanitary and fire hazards immediately to supervisor</li> <li>➤ Reports illegal activities, questionable or unsafe conditions or problems with security to the principal or designee.</li> <li>➤ Assists with the plans to provide for a successful opening and closing of the school year</li> <li>➤ Monitors all non-school personnel and directs them to the office or off the school premises</li> <li>➤ Assists with implementing school-wide student management plan and incentive programs</li> <li>➤ Evaluates student injuries, determines a course of action, performs minor first aid and completes required paperwork in compliance with District policy(ies)</li> </ul>	D	15
4. Related to building Activities: <ul style="list-style-type: none"> <li>➤ Follow Minooka CCSD 201 and building level procedures</li> <li>➤ Attend Minooka CCSD 201 training when directed to do so.</li> <li>➤ Perform building level supervisory duties/other building level duties as assigned including but not limited to morning and afternoon arrival/dismissal duties, lunchroom supervision, recess supervision, etc.</li> </ul>	D	10

➤ Maintain student confidentiality.		
5. Miscellaneous Expectations/Responsibilities: ➤ Assists others in matters of filing, sorting, data collecting, organizing materials, and answering phones ➤ Fulfills performance standards identified in the evaluation process as required by the position ➤ Maintains appropriate certifications and training hours as required ➤ Complies with applicable District, state, local and federal laws, rules and regulations ➤ Performs such other tasks as may be assigned by the Certified Teacher, Program Coordinator, Building Administrator and/or District Administrator ➤ Attends work regularly and is punctual	D	10
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High School Diploma or GED
- Work experience with children (supporting education, preferred)

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Valid driver’s license
- Criminal background check required for hire; employment contingent on appropriate results
- Paraprofessional licensure

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to appropriately communicate with student, teachers, parents, and members of the community
- Ability to solve problems independently or work cooperatively in a team
- Ability to exercise good judgment and work in an environment with constant interruptions
- Works well with others from diverse backgrounds. Demonstrated ability to successfully work with children

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

<b>Reports to:</b>	<b>POSITION TITLE</b>
	<b>Building Administrator</b>

<b>Direct reports:</b>	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
	None	0

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. Occasionally, but essentially, the employee must be able to walk, bend or twist at the neck and trunk more than the average person, squat/stoop, reach above the head, reach forward, climb in/out of vehicles, lift up to 25 pounds from shoulder to overhead, lift up to 50 pounds floor to waist, push/pull items over 90 pounds on wheels over carpeted, tiled, concrete, paved, dirt or other outdoor surfaces, and carry up to 50 pounds 15-25 feet.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.