



SAN JUAN UNIFIED SCHOOL DISTRICT  
CLASSIFIED PERSONNEL

CLASS TITLE: Campus Monitor

CLASS CODE: 985

CHARACTERISTICS OF THE CLASS:

Under general supervision, assists in maintaining standards of student discipline at assigned schools and programs. Patrols the school grounds, identifying potential problems regarding welfare, safety and/or security of students, personnel, visitors and/or the site; maintains safety on campus by enforcing visitor rules and student disciplinary policies/regulations; intervenes as necessary for safety and control; reports unauthorized activities to appropriate supervisory personnel; performs related work as required.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class.)

Monitors schools facilities (e.g. grounds, buildings, adjacent areas, parking lots, lunch time activities, vehicle registration, etc) for the purpose of providing visibility, maintaining security and deterring crime; supervises students in non-classroom areas including halls, bus stops and parking lots; patrols hallways, rest rooms and other areas where students gather in order to observe student behavior and prevent violations and unsafe activities; responds to emergency situations (e.g. fights, injury etc) for the purpose of addressing immediate safety concerns; tactfully and diplomatically deals with potential misconduct by students; if other means of redirection are not successful, may restrain students for the purpose of ensuring their own safety and the safety of others; may direct students and others and take action, as necessary, to prevent injury to persons or damage to property; reports unauthorized activities to appropriate authority; unlock and lock gates, hallway doors or bathrooms as assigned; report graffiti and/or vandalism; completes necessary written reports as requested by the site administrator; provides information to school visitors and directs them to proper office; operate and respond to calls on a two-way radio; prepare and maintain various logs, records and reports related to daily activities, events and/or incidents; perform related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination of experience and training which provides the applicant with the knowledge, skills and ability required to perform the job duties.

Knowledge and Abilities:

Ability to establish effective working relationships with students, school staff and the public;  
Ability to communicate effectively with students and adults;  
Ability to deal tactfully and effectively with students and adults;  
Ability to follow oral and written instructions;  
Ability to work independently and make minor decisions within the framework of established guidelines;  
Ability to remain calm in stressful situations.

Ability to assess and diffuse tense situations.

#### WORKING CONDITIONS

##### Work Environment:

Indoor and outdoor school environment; significant distractions; exposure to seasonal hot and cold weather; continuous contact with students and staff; contact with dissatisfied individuals.

##### Physical Characteristics:

With or without the use of aids: Mobility and stamina to walk for a major portion of the work shift; sufficient vision to read printed material; sufficient hearing to hear normal and telephone conversation; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation; manual dexterity to write and operate business machines; sufficient physical ability to restrain students of varying weights as necessary.

##### Hazards:

Possible confrontations with students and other individuals.

Board Approved: 09/23/1980

Revised: 01/09/1996

Revised: 06/26/2012