

**Union County Educational Services Commission
Job Description**

Job Title: School Safety and Security Monitor

Reports To: School Safety Specialist and Principal

Terms of Employment: 10-Months, Full-Time

Scope of Position:

The School Safety and Security Monitor is responsible for assisting administrative staff with the implementation of policies and procedures to ensuring the safety, security, and welfare of all students, faculty, staff, and visitors in the assigned general education school.

Qualifications:

1. Earned High School diploma.
2. A minimum of 60 credits from a regionally-accredited college or university preferred.
3. Experience working with children and adolescents, including individuals with disabilities, preferably in a school setting.
4. Prior experience in law enforcement, emergency management, safety and security or other related field preferred.
5. Interpersonal skills needed to relate well with school administrators, teaching staff, students, parents, law enforcement officials and members of the local community.
6. Demonstrated ability to communicate effectively in English, both orally and in writing, using proper vocabulary and grammar.

Responsibilities:

1. Assist with the supervision of students during morning arrival and afternoon dismissal, breakfast and lunch periods, assemblies and special events, and all other times throughout the school day as directed by administration.
2. Ensure a smooth traffic flow through the hallways, assisting students with on-time arrival to class and/or other assigned locations.
3. Patrol and monitor all assigned areas of the school buildings, grounds and parking lots to deter, detect, report and stop violations of the law and/or school board policies.
4. Respond to various situations (e.g. accidents, injuries, vandalism, behavioral incidents, building evacuations, fire alarms) for the purpose of taking appropriate action to resolve immediate safety and/or security concerns.
5. Investigate unusual incidents (e.g. unauthorized visitors, threats, possible policy violations), for purposes of assisting school administration and/or law enforcement personnel in gathering information and determining the appropriate course of action.
6. Participate in training in Board-approved crisis intervention program leading to certification as a practitioner or instructor as directed by administration.
7. Facilitate staff training workshops in Board-approved crisis intervention program as directed by administration.

8. Assist administration and staff while escorting students, removing disruptive students from classrooms, and/or restraining aggressive students who present a danger to self or others using Board-approved crisis intervention strategies and protocols.
9. Collaborate with Behavioral Specialists, Social Workers, Clinical Staff to assist with the implementation of Behavior Intervention Plans developed for individual students.
10. Display ethical and professional behavior when working with students, parents, staff, visitors, law enforcement officials and community agencies associated with the school.
11. Protect confidentiality of records and information regarding students and staff and apply utmost discretion when sharing such information within legal confines.
12. Notify administrators immediately of evidence of substance abuse; child abuse or neglect; harassment, intimidation or bullying; suicidal ideations or medical emergencies.
13. Report any code of conduct infractions; unauthorized visitors; acts of vandalism and/or any other potential emergency, dangerous or unusual situations to building administration.
14. Remain abreast of relevant laws, policies and procedures focused on school safety by participation in trainings conducted by the School Safety Specialist and/or other resources.
15. Perform all other related duties and responsibilities within the scope of employment as assigned by the School Safety Specialist and/or Principal.

Physical and Environmental Demands:

The following physical and environmental demands are representative of those that must be met by an employee to successfully perform the essential functions of this position and are not intended to be all-inclusive:

1. Ability to physically prompt, redirect, and/or restrain any student enrolled in district schools and programs, including those of varying weights, sizes and ages of three to twenty-one.
2. Ability to spend most of the day standing, walking, moving, bending and/or kneeling.
3. Ability to lift carry, push, or pull heavy objects needed to maintain safe environments.
4. Ability to bend forward, squat, lift a minimum of 75-pounds or more and move quickly enough to keep pace with students.
5. Ability to tolerate exposure to a variety of indoor heated/air conditioned facilities and/or outdoor weather conditions.

Board Approved: