

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAMPUS SAFETY MONITOR

BASIC FUNCTION:

Under the direction of an assigned Administrator, provide campus security and monitor student behavior at an assigned High School site; assure student compliance with school and organizational rules and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Patrol and supervise assigned areas of campus, assuring students are safe, orderly and within supervised areas; assure non-students on campus are authorized visitors.

Monitor designated areas including lunch areas, walkways, restrooms, parking lots and adjacent areas before and after school hours and during passing periods.

Monitor student behavior and enforce school and organizational rules, regulations and procedures; investigate and report unusual, suspicious or criminal activities; prevent or break up student conflicts and fights as needed.

Assist with shuttling staff and students to the office upon request, including students who are injured; check on students who are not in class during designated periods and follow up on reason for being out of class; direct tardy students to go to appropriate school office.

Escort and direct authorized visitors to desired destinations; escort delinquent students to and from administration offices; retrieve students as requested by administrators.

Communicate with personnel to exchange information and resolve issues or concerns; provide information to and assist police in matters of illegal student activity and behavior; prepare incident reports as assigned; serve as a witness in conferences, disciplinary hearings and legal hearings as necessary.

Assist with event set ups as assigned; provide security for events and extra-curricular activities as assigned.

Operate a golf cart to conduct work; maintain golf cart in a clean and safe condition; operate office equipment as assigned; operate a cell phone as assigned.

Provide routine first aid/CPR to injured students according to established procedures as needed; notify parents of ill or injured students.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic methods of individual and group supervision.
- Basic interests, attitudes and emotional development of adolescents.
- Oral and written communication skills.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.
- Basic report preparation techniques.
- First aid and CPR procedures.

ABILITY TO:

- Patrol and supervise campus activities to assure the well-being and safety of students and staff in non-classroom activities.
- Assure student compliance with school and organizational policies and regulations.
- Investigate occurrences of property damage and suspicious or criminal activity.
- Learn, apply and explain organizational policies, rules and regulations related to parking and security of buildings and grounds.
- Prevent or break up student conflicts and fights.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Prepare incident reports.
- Determine appropriate action within clearly defined guidelines.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.
- Administer first aid and CPR.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school. Associate of Arts Degree or higher desired. Police Academy course work desired and sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid first aid and CPR certification within six months of employment.
- Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Seeing to monitor student activities.
- Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a vehicle.
Sitting, standing and walking for extended periods of time.
Lifting and carrying heavy objects.
Reaching overhead and above shoulders.
Bending at the waist, kneeling or crouching.

HAZARDS:

Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.
Contact with dissatisfied or abusive individuals.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017

Board Approved: March 9, 2017