TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

September 2016
FLSA: Non-Exempt

CAMPUS MONITOR

DEFINITION

Under general supervision, patrols assigned school buildings, grounds, parking lots, and areas adjacent to school property to maintain order and security and protect property, staff, and students; supervises student conduct before, during, and after school hours; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisor and management staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This classification is responsible for patrolling the school campus to ensure the safety and security of students and staff. Incumbents learn and perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned area of responsibility.

ESSENTIAL JOB FUNCTIONS

- Patrols school buildings and grounds, including hallways, restrooms, locker rooms, yards, parking lots, and adjacent areas to maintain order and security; checks and locks doors, windows, and gates; observes and checks students or visitors who appear to be loitering and are out of class and takes appropriate action; reports signs of vandalism to proper authorities; responds to emergencies and other security concerns.
- Supervises student conduct before, during, and after school hours to promote prescribed standards of conduct and behavior; escorts students to restrooms, between classrooms, and to the administration office; intervenes physical fights and altercations; intervenes in verbal attacks; corrects improper and unruly activities on the spot and, if cannot be corrected, report major infractions to school administration; escorts students to class or, when necessary, to the administrative office.
- Responds to teacher or administrator requests for assistance in the classroom and around campus; may monitor students assigned to detention program.
- When assigned to monitor locker rooms, assigns lockers to students, ensures locker rooms are locked and secure, and may assist in overseeing students during make up classes.
- Delivers items to classrooms and students.
- Performs general clerical duties in support of assigned school.
- Assists in maintaining a clean and orderly learning environment to ensure the health and safety of students.
- Assists students by providing a proper role model, patience, friendly attitude, and general guidance.
- Communicates and interacts with parents, staff, and the public as directed by supervisor to answer questions, address concerns, and provide requested information.
- Performs related duties as assigned.

QUALIFICATIONS

- **Knowledge of:**
- Principles and practices of conflict resolution.
- Safety principles and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of service by effectively dealing with the parents, students, and District staff.

Ability to:

- Patrol school buildings, yards, parking areas, and adjacent areas to maintain order and security.
- Monitor, encourage, and ensure student compliance with school and District policies and regulations.
- Facilitate communications between students and staff to enhance understanding and promote a secure environment.
- Learn and understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Observe and correct student behavior according to approved policies and procedures.
- Maintain assigned work area in a clean, safe, and secure manner.
- Understand and follow oral and written instructions.
- Operate modern office equipment and computer applications.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

- *Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*
- High school diploma or equivalent.

Licenses and Certifications:

- Pass strength and agility testing prior to employment.
- Crisis Prevention Institute (CPI) certification preferred.

PHYSICAL DEMANDS

Must possess mobility to work in a school setting and use standard office equipment, including a copy machine; to inspect various campus sites, including traversing uneven terrain and climbing stairs; vision to read printed materials; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to monitor campus activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work indoors with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures. Employees may be exposed to blood and body fluids rendering First Aid and CPR. Employees may interact with upset students, staff, and/or public and private representatives in interpreting and enforcing District policies and procedures.