

SCHOOL DISTRICT OF DESOTO COUNTY

STUDENT MONITOR

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Three (3) years of experience in security/law enforcement or related field (preferred)
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Possession of strong interpersonal skills and sound judgment. Ability to perform a variety of tasks. Ability to use time effectively. Ability to communicate orally and in writing. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to work cooperatively with others. Ability to read and interpret applicable laws, rules, policies and procedures. Ability to plan, organize and establish priorities related to assignment. Ability to tolerate highly stressful situations. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others.

REPORTS TO:

Principal

JOB GOAL

To assist the school administration to provide a safe school environment that is conducive to learning.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Intervention/Direct Service

- * (1) Monitor student movement and issue passes when required.
- * (2) Maintain visibility and accessibility on the school campus.
- * (3) Assist in providing supervision for student activities as required.
- * (4) Enforce the district's *Code of Student Conduct*.
- * (5) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
- * (6) Demonstrate initiative in the performance of assigned responsibilities.
- * (7) Document incidents and student disciplinary actions by filing appropriate referrals for students as needed.

STUDENT MONITOR (continued)

Professional Responsibilities

- * (8) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (9) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (10) Exhibit professionalism in dress, attitude, and customer service.
- * (11) Ensure adherence to good safety standards.
- * (12) Maintain confidentiality regarding school/workplace matters.
- * (13) Maintain confidentiality in dealing with student issues.
- * (14) Model and maintain high ethical standards.
- * (15) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (16) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Collaboration

- * (17) Exercise service orientation when working with others.
- * (18) Keep supervisor informed of potential problems or unusual events.
- * (19) Use effective, positive interpersonal communication skills.
- * (20) Respond to inquiries and concerns in a timely manner.
- * (21) Serve on school/district committees as required or appropriate.

Staff Development

- * (22) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (23) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

System Support

- * (24) Exhibit interpersonal skills to work as an effective team member.
- * (25) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (26) Demonstrate support for the school district and its goals and priorities.
- * (27) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (28) Participate in cross-training activities as required.
- * (29) Perform other tasks consistent with the goals and objectives of this position.

Technology

- * (30) Use technology to input student discipline data.
- * (31) Use technology for administrative tasks.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Pay Lane **A01**

STUDENT MONITOR (continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.