

LEAD CAMPUS MONITOR**DEFINITION:**

Under supervision of a secondary school administrator, will help maintain a safe and orderly environment by monitoring the school campus and other adjacent areas as may be assigned; to report unauthorized activities to appropriate supervisory personnel; to assist in the training and scheduling of part time campus monitors; to assist in the development, coordination, and implementation of programs designed to improve student behavior; to provide input regarding the evaluation of part time campus monitors; and to perform related duties as assigned.

QUALIFICATIONS:

Experience: Experience in youth related activities desirable

Education: equivalent to completion of the twelfth grade.

DISTINGUISHING CHARACTERISTICS:

- Positions in this class are established only at the secondary school level.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of a secondary school administrator, incumbent will:

- Supervise students in halls, bus stops, parking lots and other non-classroom areas.
- Patrol hallways, restrooms and other areas where students gather.
- Tactfully and diplomatically deal with potential misconduct or misconduct by students.
- Report unauthorized activities to appropriate authority.
- Provide information to school visitors and directs them to proper office.
- Assist in training and scheduling of part time campus monitors.
- May perform related clerical duties in school offices and other related duties as required.
- Assist administrators as a witness during student searches.
- Escort students to and from designated areas.
- Learn and implement strategies to intervene and deescalate confrontations between students.
- Learn and implement Positive Behavioral Interventions and Support (P.B.I.S.) practices.

KNOWLEDGE:

- Established school policies and procedures.

ABILITIES AND SKILLS:

- Learn and enforce school rules in areas of responsibility.
- Maintain positive relationship with adolescents; deal tactfully and effectively with adolescents and adults.
- Work independently and make decisions within the framework of established guidelines.
- Maintain related records and relevant reports.
- Supervise the work of and train Campus Monitors.
- Write well and be able to communicate with clarity.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work outdoors and indoors in a standard office environment and come in direct contact with district staff and the public.