

**CUMBERLAND REGIONAL SCHOOL DISTRICT****JOB DESCRIPTION****FRONT DESK MONITOR****JOB GOALS**

To process visitors of the school and to monitor students.

**QUALIFICATIONS**

1. High School Diploma.
2. Additional credits and/or training is desirable and encouraged.
3. Experience working in law enforcement preferred.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO**

Building Principal or designee(s).

**JOB GOALS**

To process visitors of the school and to monitor students.

**DUTIES/RESPONSIBILITIES**

1. Answer door and greet public respectfully.
2. Get proper identification from everyone wanting to enter the building.
3. Issue visitor pass and advise visitor that the pass has to be displayed so that it is visible at all times.
4. Direct visitors to Main Office and contact security as needed.
5. Never to leave front desk area unattended.
6. Sign in late students.
7. Maintain composure at all times especially if parent or visitor becomes hostile.
8. Scan and enter data in computer when visitors and students arrive and leave.
9. Maintain work area.
10. Troubleshoot problems during front desk responsibilities.
11. Deal with verbally confrontational visitors.
12. Deal with someone who does not have adequate ID.
13. Deal with multiple, simultaneous visitors.
14. Respond to situations where there is a positive result to the ID scan.
15. Monitor students in the hallway, bathrooms, cafeterias and other common areas
16. Assist administration with student searches when needed.
17. Dress appropriately in compliance with the dress code of the faculty. Be presentable as a model for students displaying pride in our school.
18. Be courteous and cooperative with all staff members and visitors.

**ESSENTIAL SKILLS/ABILITIES**

1. Regular attendance and punctuality.
2. High integrity and ethical standards.
3. Ability to work with the public and deal with confrontation in a professional manner.
4. Prolonged periods sitting at a desk.
5. Ability to traverse school facility and grounds.

**REPORTS TO**

Building Principal or Designee(s).

**TERMS OF EMPLOYMENT**

Salary and benefits set annually by the Board of Education.

**EVALUATION**

Performance of the job will be evaluated by Principal or Designee.

\*This job description is subject to change at any time.

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APPROVED BY: **Cumberland Regional Board of Education**  
DATED: **October 28, 2010**  
AMENDED: **February 28, 2013**  
AMENDED: **July 28, 2016**  
AMENDED: **May 25, 2017**  
AMENDED: **June 23, 2022**  
AMENDED: **July 31, 2024**