

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.

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. Ensure the safety and welfare of students during non-classroom activities; minimizing the frequency and or severity of harmful incidents; communicating observations and/or incidents that have a potential impact on the general well-being of students, school personnel and/or visitors; and assuring student compliance with school and District rules and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Supervise students in halls, quad areas, bus stops, parking lots and other non-classroom areas as assigned
- 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 using handheld radio device
- Provide information to school visitors and direct them to proper office.
- 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.) and restorative 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.
- Write well and communicate with clarity.
- Wear reflective safety vests to ensure visibility of students, school personnel, and/or visitors.

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.