**Western Placer Unified School District**

POSITION DESCRIPTION

Position Title: **SECONDARY CAMPUS MONITOR**
Department: School Site
Reports To: Site Administrator or Supervisor

## SUMMARY:

Under the direction of the applicable administrator or supervisor, provides supervision in matters pertaining to the enforcement of school rules and policies on and around the school campus.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Enforce campus rules related to student personal conduct while on campus
- Assist in truancy prevention
- Enforce campus no smoking/vaping rules
- Enforce the campus parking policy
- Supervise bus loading areas
- Assist with cafeteria supervision
- Ensures that safety rules are obeyed
- Maintains order and proper discipline in halls, school grounds, or other assigned areas
- Ensures students receive first aid and prepares accident reports when students are injured
- Assist administration with general student supervision as required

## QUALIFICATION REQUIREMENTS:

Ability to understand and carry out written and oral instruction; work cooperatively with students in a variety of situations; work cooperatively with adults encountered in the performance of duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

## LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, administrators, and other employees of the organization.

## MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## OTHER SKILLS and ABILITIES:

Previous work in child care. Ability to develop effective working relationships with students, staff and the school community. Ability to supervise children. Basic first aid techniques.

**PHYSICAL DEMANDS:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel or crouch.

The employee must occasionally lift and/or move up 25 pounds. The employee must be able to push items of 50 pounds such as moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**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 frequently loud to where you have to raise your voice to be heard. The employee is continuously responsible for the safety, and well-being of students.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***

Revised, Board Approved 02/04/2025