CAMPUS MONITOR

Purpose Statement

The job of Campus Monitor is done for the purpose of serving as a student support advocate. Monitors the behavior of students attending a TTUSD school outside of class and at school-sponsored activities, both on and off campus. Maintain order and ensure that Education Code, the Penal Code, District and school policies are adhered to.

Essential Functions

- Assist certified and classified employees with preventive discipline by explaining school rules to students and parents.
- Establish rapport with faculty and students in order to gain their trust and confidence; inform students of acceptable behavior.
- Check students for hall pass. Prepares referrals on students and reports misconduct to school administration.
- Monitors students' behavior in assigned areas of school such as parking lot, hallways, grounds, restrooms and lunch areas. Informs school administration of damages to school property and safety concerns on campus.
- Assists administration with student mediation
- Prepares written reports on incidents occurring on campus for administrative review.
- Refers students to assistance resources on campus as necessary
- Assists administration in evacuation of school buildings and actions taken during crises response.
- Intervenes in potential conflicts for the purpose of minimizing disruption of school activities and/or injury to involved parties
- Refer incidents to appropriate site personnel (e.g. accidents, fights, altercations, and suspicious activities for the purpose of ensuring follow-up in accordance with administrative guidelines.
- Assist and work with local law enforcement officers in working with students.
- Work with transportation department monitoring student behavior at and around bus stops.

Other Functions

- May be required to respond to large-scale disturbances on other campuses.
- Serve as a witness in student conferences, disciplinary hearings/proceedings and legal hearings/proceedings.
- Participate and give input in safety and discipline meetings.
- Participate in training activities to further develop knowledge and skills necessary for successful job performance.
- Perform related duties as assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Skills in oral and written communication to include the operation of a two-way radio. Interpersonal Skills using tact, patience and courtesy. Basic record keeping techniques. Work independently in carrying out duties of the position

Knowledge on the basic methods of individual and group supervision. Basic interests, attitudes and emotional development of adolescents. Health and Safety Regulations

Ability to patrol and monitor assigned campus to maintain order and security. Learn, interpret, apply and explain law's rules and regulations. Perform duties with patience, tact and good judgment and within established guidelines. Establish and maintain cooperative and effective working relationships with others. Write reports. Observe health and safety regulations. Maintain routine records. Stand or sit for extended periods of time. Walk or run over uneven surfaces. Climb stairs. See to monitor student behavior. Hear and speak to exchange information

Responsibility

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, knelling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 20% sitting, 60% walking and 20% standing. The job is performed in an outdoor environment, Seasonal heat and cold or adverse weather conditions. Contact with dissatisfied or abusive individuals. Possible fights and confrontations.

Experience: Working with Adolescents and Job related experience is desired.

Education: High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

Valid California Drivers License

Continuing Education/Training

Possession of or ability to obtain a valid CPR and First Aid certificate within one month of employment

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance

Salary Grade: **Classified** 12