



District Building & Grounds Monitor

Penn-Delco S D

Job Description

JOB INFORMATION

Title:	District Building & Grounds Monitor- Penn-Delco School District
FLSA:	Non-Exempt
Terms of Employment:	12 Months
Employee Group:	Support
Location	Various school buildings within the Penn-Delco School District
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ORGANIZATION

County:	Delaware
Entity:	Penn-Delco School District
Department:	Operations/Facilities
Reports To:	Director of Facilities (or designee)

JOB GOAL

The Building & Grounds Monitor plays a crucial role in maintaining a safe, secure, and well-maintained environment for students, staff, and visitors within the Penn-Delco School District. This position is responsible for observing and reporting security concerns, maintaining a visible presence, assisting with minor custodial tasks, and ensuring the general upkeep of school buildings and grounds during assigned shifts, which may include evenings and weekends. The Monitor acts as an additional set of eyes and ears for the school administration and facilities department, contributing to a positive and orderly learning environment.

ESSENTIAL FUNCTIONS

1. Conduct regular patrols of assigned school buildings and grounds, both interior and exterior, to ensure security and identify potential hazards or unauthorized individuals.
2. Observe and report any unusual behavior, conflicts, or disturbances among students or visitors.
3. Ensure all doors and windows are properly secured at the end of the day or during assigned shifts.
4. Report any maintenance issues that could pose a safety risk (e.g., broken lights, tripping hazards).
5. Maintain a visible and approachable presence to deter unauthorized access and promote a sense of security.
6. Interact respectfully and professionally with students, staff, parents, and visitors.
7. Provide directions and assistance to visitors as needed, ensuring they follow school protocols.
8. Immediately report all safety and security concerns, incidents, or emergencies to the Building Principal, Director of Facilities, or appropriate emergency services.
9. Communicate effectively with school staff, administration, and facilities personnel.
10. Adhere to all district policies, procedures, and safety regulations.
11. Ability to walk and stand for extended periods, climb stairs, and lift up to 25 pounds.
12. Assist with building evacuation procedures during drills or actual emergencies.
13. Perform other duties as assigned by the Building Principal or Director of Facilities.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Education Details</i>	<i>Req</i>	<i>Pref</i>	
High school diploma or GED required.		X		

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
3-5 years	Prior experience in security, public safety, facilities monitoring, or a related field preferred		X	

Supervision

☒ No supervisory duties.

Requirements

- ☒ Must possess a valid driver's license.
- ☒ Ability to operate a district vehicle required

Temperament/ Cognitive Ability

- ☒ Need to be highly aware of their surroundings, noticing subtle changes, potential hazards, or unusual activities. A keen eye for detail is crucial for both security and maintenance aspects of the role.
- ☒ Monitor needs to remain composed and think clearly during emergencies, conflicts, or high-pressure moments, without overreacting.
- ☒ Maintaining a respectful, approachable, and professional demeanor is essential for building trust and ensuring cooperation.
- ☒ When dealing with students or sensitive situations, patience and an understanding attitude can de-escalate potential issues and foster a positive environment.
- ☒ Ability to work in an environment with frequent interruptions.
- ☒ Ability to be respectful and empathetic.

Standard ADA Settings

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.

<i>Standard ADA Selection</i>	X Other(to include Physically Demanding Positions)
	Classroom
	Office

This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
☒	Sitting	X				
☒	Standing			X		
☒	Walking			X		
☒	Talking: On the phone; person-to-person, and in groups		X			
☒	Hearing: On the phone; person-to-person, and in groups		X			
☒	Vision: Near, midrange, far, peripheral, depth and color			X		
☒	Driving Requirements (personal vehicle, and/or company vehicle):			X		
☒	Machines or tools used: Computer:			X		
☒	Machines or tools used: Telephone			X		
☒	Pushing/Pulling/Lifting(Enter Weight)		X			25 lbs.

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

	Working Condition
☒	Monitors spend time both inside the school building patrolling hallways, classrooms, cafeterias, and restrooms, and outdoors checking playgrounds, athletic fields, parking lots, and building perimeters. This means they will be exposed to varying weather conditions, from sun and heat to rain, snow, and cold. Monitors are constantly walking, standing, and moving throughout the facilities. Need to climb stairs, bend, stoop, and occasionally lift light to moderate items