

CAMPUS MONITOR

DEFINITION:

Under the supervision of a secondary school administrator, will assist in maintaining a safe and orderly environment by supervising the school campus and any assigned adjacent areas, reporting unauthorized activities to the appropriate supervisory personnel, and assist with ensuring the safety and welfare of students.

QUALIFICATIONS:

Experience: Two (2) years' experience in youth-related activities desirable.

Education: Equivalent to completion of twelfth grade.

Licenses and Certifications: Obtain and maintain First Aid and CPR Certification.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are specifically established at the secondary school level to assist with ensuring the safety and well-being of students during all school activities. Key responsibilities include identifying and mitigating potential risks, minimizing the frequency and severity of harmful incidents, effectively communicating observations or incidents that may impact the well-being of students, staff, or visitors, and ensuring compliance with school and District policies and procedures by students, staff, and visitors. The Campus Monitor is the first in a career path encompassing school campus security and promoting positive student behaviors.

Advancement to Lead Campus Monitor requires demonstrated skills in school safety, mitigating potential risks and promoting positive behaviors. Advancement from Lead Campus Monitor to Restorative Specialist requires at least two (2) years of experience working in a diverse school setting, with an understanding of the tenets of evidence-based Restorative practices. Advancement to Community Safety Specialist requires a minimum of five (5) years of experience in a position directly related to school safety, honorable military service, student supervision or law enforcement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Build strong relationships by actively listening to students, celebrating their achievements, and ensuring their voices are heard.
- Be intentional about appropriate relationships with students.
- Always respect the individuality of each student.
- Engage in age-appropriate conversations about their interests to establish a rapport with students per Board Policy 4219.24.
- 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.
- Supervise students in halls, quad areas, bus stops, parking lots and other 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 the proper office.
- May perform related clerical duties in school offices and other related duties as required.
- Immediately Report incidents or actions of a safety concern to a site administrator.
- Attend all mandatory professional development training sessions.
- Follow evidence-based best practices.
- Complete clear and concise reports of incidents, problems, or actions performed that require interventions.

CAMPUS MONITOR

- Identify physical impairments on or near the school campus that could impede student or staff safety or security.
- Be present and visible in assigned areas on campus during the school day, acting as a safety presence throughout the day.
- Wear the issued/approved safety vest as an outer garment to be easily identified by visitors, staff, and students.
- Perform continuous campus/student supervision throughout the school day.
- Perform tardy sweeps throughout the campus after scheduled bell rings, identifying and escorting late students to the proper authority.
- At the beginning and end of the school day, be present during ingress and egress to assist with ensuring a safe and orderly flow of students.
- Assist with ensuring all visitors report to the office for proper check-in.
- Other duties as assigned as they relate to the job function.

KNOWLEDGE:

- Established school policies and procedures.
- Board Policies/Administrative Regulations (e.g. 4219.24) pertaining appropriate Adult/Student interactions.

ABILITIES AND SKILLS:

- Learn and enforce school rules in areas of responsibility.
- Maintain positive relationships 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. Must be able to remain on your feet continuously during the shift, handling job responsibilities effectively.

Significant physical abilities Candidates must be able to stand for extended periods and walk long distances throughout the school campus as part of regular patrol duties. 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, to understand 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.

- Requires hearing for ordinary conversation and to hear other sounds in order to respond to normal and emergency situations.
- Requires near and far visual acuity to observe campus activity and read reports and written instructions.
- Requires the ability to maintain cardiovascular fitness in order to run, for the purpose of reaching incidents on a timely basis.

CAMPUS MONITOR

- Requires ability to stand and walk for extended periods of time, physical strength and stamina to carry up to 50 pounds on an occasional basis, and agility to respond to emergency situations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation 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 role will work both outdoors and indoors, sometimes in extreme conditions, within a standard office environment, and will interact directly with students, district staff, and the general public.
- This position involves working outdoors in all weather conditions, safety and health consideration exist from temperature extremes, physical effort, and dangerous incidents.