



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Campus Safety Monitor

Exemption Status/Test: Nonexempt

Reports to: Chief of Police

Pay Grade/Days: Security PG1/ 187 days

Dept./School: Assigned Campus

Date Revised: May 2023

PRIMARY PURPOSE:

Under general supervision, provide for safety and protection for students, staff and visitors and proactively reporting situations of concern.

QUALIFICATIONS:

Education/Certification:

High School Diploma or GED
Clear and valid Texas driver's license

Knowledge/Skills/Abilities:

Ability to clearly and accurately record information
Ability to follow verbal and written instructions
Ability to work effectively with youths and adults
Ability to communicate effectively (verbally)

Experience:

None

MAJOR RESPONSIBILITIES AND DUTIES:

Student Management

1. Create a visible presence on the assigned campus. Monitor student behavior and enforce school rules related to student conduct, vehicle operation, and parking.
2. Resolve conflict or confrontation between students and report disturbances to principal, assistant principal or School Resource Officer.
3. Control traffic and parking on campus grounds during school hours and at after-hours events.

Monitoring and Parking

4. Work cooperatively with office personnel to inform students of problems with vehicles (i.e., improperly parked, lights on, etc.)
5. Assist law enforcement personnel as needed.
6. Give directions or act as a guide to authorized visitors.
7. Notify police, fire department, or other appropriate authority of any situation requiring immediate attention.
8. Follow district safety protocols and emergency procedures.
9. Monitor surveillance cameras for safety concerns.



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Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Two-way radio, alarm system and other equipment, fire extinguisher, and standard office equipment including computer and peripherals

Posture: Prolonged sitting and standing

Motion: Strenuous walking and climbing stairs; occasional keyboarding and use of mouse.

Lifting: Moderate lifting and carrying (15–44 pounds)

Environment: Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather); moderate exposure to noise and vehicle exhaust; possible districtwide travel.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; prolonged hours; on call 24 hours a day

Other: Specific hearing and visual requirements; may be subject to adverse and hazardous working conditions, including implementation and/or assisting with emergency procedures during emergency situations.

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____