

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: School Campus Monitor (R30-FT, R31-PT)	Job Family: 04
Department: Secondary School	Lane Placement: 3
Supervisor's Title: School Principal	Contract: 180 days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8 (R30) 3.8 (R31)
Department Approval: <u>C. Good</u>	Date: <u>7/28/16</u>
ADA Review: <u>Janelle Master</u>	Date: <u>12.5.16</u>
Human Resource Approval: <u>[Signature]</u>	Date: <u>7-78-16</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>1/5/17</u>
Original date: <u>05/84</u> Revised: <u>04/05</u> Revised: <u>07/16</u> Revised: _____	

GENERAL FUNCTION

Under direct supervision of the principal, the **School Campus Monitor** is responsible for providing assistance in maintaining a safe and secure school environment. Remains mobile, alert and observant while patrolling school corridors, locker rooms, restrooms, assembly and athletic facilities, gymnasiums, bus loading areas, school grounds, etc. Monitors buildings and grounds for unauthorized persons and/or suspicious activities. Investigates incidents, notifies school administrators of situations, activities, and/or threats of harm to students on or near school property. Diffuses threatening situations/confrontations in a positive and constructive manner and intervenes appropriately in situations likely to result in disruption or injury. May enforce school parking policies and issue parking tickets.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Responsible for providing assistance in maintaining a safe and secure school environment.
- Supervise and monitor student behavior to recognize and address inappropriate behavior in alignment with District and school policies.
- Remain mobile, alert, and observant while patrolling school corridors, locker rooms, restrooms, assembly and athletic facilities, gymnasiums, bus loading areas, school grounds, etc.
- Diffuse threatening situations/confrontations in a positive and constructive manner and intervene appropriately in situations likely to result in disruption or injury.
- Maintain student records and information according to FERPA and District policies.
- Monitor buildings and grounds for unauthorized persons and/or suspicious activities.
- Investigate incidents, notify school administrators of situations, activities, and/or threats of harm to students on or near school property.
- Maintain positive relations and interact with students, school and District personnel, law enforcement, parents/guardians, and community members.
- Examine doors, windows, and gates to ensure security; lock and unlock doors as required.
- Operate and monitor security surveillance cameras.
- Refer students to school administration for repeated behavior concerns or in cases of flagrant or repeated violations of school policies and/or regulations.
- Assist teachers when requested in dealing with disruptive students. Exposure to student behavior issues ((e.g. fighting, violence, aggression, vulgarity, etc.)
- Assist in coordinating school security issues with administration and school officers.
- Respond to medical emergencies; assist in carrying out emergency response plans (e.g., fire drills, bomb threats, lock downs, etc.).
- May perform one or more of the following specific duties as assigned (e.g. enforce school parking policies and issue parking tickets; assist in performing locker searches and act as a

witness in searches; prepare witness statements and other reports; substitute in teacher classrooms; shovel snow from walks; etc.)

- Understand and implement school attendance and security procedures.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Previous experience working with students in an educational setting preferred.
- Requires effective computer technology skills. CCTV experience preferred.
- Requires effective problem solving, organizational, multi-tasking, judgement and time management skills.
- Must demonstrate competence in reading, writing and basic math.
- Requires attention to detail and accuracy of work.
- Requires excellent communication and interpersonal skills.
- Knowledge of basic First Aid is helpful. CPR training preferred.
- Requires ability to gain the trust and cooperation of students. Requires the ability to work with disruptive or non-cooperative students.
- Ability to handle stressful situations and keep control of various situations.
- Ability to quickly remember names and faces of students highly preferred.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Computers, CCTV cameras, 2-way radio, office equipment, golf cart, etc.

Physical Requirements – Not limited to the following:

- Constant standing and walking.
- Frequent sitting, balancing on slick/uneven surfaces,
- Occasional climbing stairs, kneeling/squatting, lifting from floor to waist up to 20 pounds, carrying up to 20 pounds, working in awkward positions and using a keyboard/mouse.
- Activities will involve outdoor work in all weather conditions.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.