

POSITION TITLE: Campus Monitor

CONTRACT YEAR: 186 Days

QUALIFICATIONS:

Education - High school diploma or satisfactory completion of any General Education Development (GED) Testing Program

Experience - Four (4) years of previous successful work experience to include one year of working with students.

Special Qualifications - Minimum age of 21 years old with a demonstrated ability to communicate and work effectively with students to analyze situations that relate to student activity and security. In the middle school and high school, a security specialist is required to be present before this position may be filled unless waived by the affected area superintendent. In the elementary school, a School Campus Monitor can be employed without a security specialist being present. A district run training program must be successfully completed by the employee to satisfactorily complete their initial probationary period. Bilingual skills and computer skills in such areas as word processing, spreadsheets and visual presentation preferred.

DIRECT ACCOUNTABILITY: Administrator of campus site

SUPERVISION: None

GOAL: To assist in the monitoring of the campus. To support the security efforts at each campus.

ACCOUNTABILITY PROCEDURES: The campus administrator will assess the effectiveness of the Campus Monitor annually with respect to performance of specific responsibilities.

PERFORMANCE RESPONSIBILITIES: The Campus Monitor shall

1. visually observe student behavior during campus hours on school property.
2. report serious disturbances to the campus administration.
3. visually monitor, through security cameras, campus buildings and grounds for the presence of outsiders on campus.
4. report to administration or security, students that are in the hallways during class time.
5. maintain a daily log of suspicious activities when monitoring cameras.

6. physically patrol and monitor all campus buildings and grounds.
7. determine the reason for the presence of outsiders on campus.
8. stop and question all students not in class during class time.
9. monitor parking lots and student gathering areas before, during and after school.
10. report any safety or security problems to the administration.
11. participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignment to include cultural diversity, conflict resolution, and sensitivity training.
12. review current developments, literature and technical sources of information related to job responsibility.
13. ensures adherence to good safety procedures.
14. perform other duties as assigned by the principal/designee.
15. follow federal and state laws, as well as School Board policies.

Board Approved: 9/20/94 &
Adopted: 10/18/94

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