

Campus Monitor Job Description

Job Title: Campus Monitor/District Security Monitor **Exemption Status/Test:** Nonexempt
Reports to: Campus Principal/Building Supervisor **Pay Grade:** 2103H **Calendar Days:** 187
Dept./School: Assigned Campus/Building

Primary Purpose:

Responsible for the daily monitoring of visitors.

Qualifications:

Education/Certification:

High School Diploma or GED

Special Knowledge/Skills:

Excellent communication and interpersonal skills

Major Responsibilities and Duties:

1. First point of contact for all incoming employees, students and other guests.
2. Ensure those entering building pass through security detection equipment, if available.
3. Ensure employees and students provide appropriate District identification.
4. Ensure guests sign in, sign out, and provide appropriate identification.
5. Direct guests and district employees from other campuses/buildings to the appropriate location.
6. Provide a welcoming environment.
7. Enforce school rules and procedures.
8. Consistently provide clear and accurate information when communicating with students, staff, and guests.
9. Direct students to sign in when arriving after the start of school and sign out when leaving early.
10. Help maintain safety and security of students to positively affective student achievement.

Other

11. Follow all campus/building and District Policies and Procedures.
12. Perform other duties as assigned.

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Supervisory Responsibilities:

None

Evaluation:

The Campus Monitor evaluation is a responsibility resting with the Principal. An evaluation shall be completed in writing at least once during the course of the school year.

Salary:

As approved by the Board of Trustees

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Continuous sitting

Motion: Repetitive hand motions including reaching.

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Reception desk

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Source: Local
Approved: 11/9/2018