

Job Title: Campus Monitor

Wage/Hour Status: Nonexempt

Reports to: Campus Principal

Pay Grade: X-5 - 210 / 244 Days

Dept. /School: Secondary Campus Assignment

Date Revised: April 2017

Primary Purpose:

Provide for the safety of all students, faculty, and staff and assists in the maintenance of a safe school environment. Align the major functions of the assignment with district goals to ensure all students succeed.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Demonstrate ability for successful completion of the task assigned.

Demonstrate ability to work and get along with people, particularly high school students.

Ability to record information

Ability to follow verbal and written instructions

Ability to communicate effectively (verbally)

Ability to demonstrate basic computer skills

Must possess hearing and visual acuity

Non-violence Prevention Training provided by Bryan PD, TAMU or Blinn College

Part of Campus Emergency Operations Plan Team

Ability to read and understand instructions in English

Maintain professionalism and calm demeanor in stressful situations

Experience:

None

Evaluation:

Performance of this job will be evaluated annually.

Major Responsibilities and Duties:

Align the major functions of the assignment with district goals such that all students succeed.

Student Management:

1. Monitor parking lots to assure safekeeping of vehicle on school property. .
2. Address conflict or confrontation between students and report disturbances to principal or associate principal.
3. Control traffic and parking on campus grounds, enforcing BISD parking rules and regulations.
4. Monitor student behavior and enforce school rules to student conduct, vehicle operation, and parking (i.e., monitor halls, gyms, cafeterias, courtyards, sidewalks and restrooms). Report any suspicious activity to campus administration and/or School Resource Officer.
5. Perform campus sweeps during student class transition

Security:

6. Work cooperatively with campus administration to inform students of problems with vehicles (i.e., improperly parked, lights on, etc.)
7. Assist law enforcement personnel as needed.
8. Give directions or act as guide to authorized visitors, making sure policy is enforced.
9. Attend safety and other meetings as requested by the building principal or his/her designee.
10. Assist with after hour's school activities, including, but not limited to: athletic contests, dances and other events held on school property.
11. Perform other duties as directed by the principal or his/her designee.
12. Conduct daily campus security check using checklist from Community Service Coordinator. Report suspicious activity to school administration and/or school resource officer.

Equipment Used:

Two-way radio
Palm pilot, iPad, or similar PDA
Computer
Golf Cart

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Continuous walking, standing, frequent stair climbing, climbing, heavy lifting and carrying.

Environment:

Works outside and is exposed to extreme temperatures and inclement weather; slippery or uneven walking surfaces, work on ladders and work alone. May be subject to extreme physical acts of others (i.e., restraining students involved in altercations).

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Employee _____

Date _____