



# HUMAN RESOURCES

## JOB DESCRIPTION

**Job Title:** Campus Monitor

**Salary Block:** Operations Support  
Pay Grade 1

**Reports To:** Principal or Assistant Principal

**Wage/Hour Status:** Non-Exempt

**Terms of Employment:** 180 Days/ 4hrs or 8 hrs

### Minimum Qualifications:

- One to two years working with children, preferred

### Special Knowledge/Skills:

- Ability to record information
- Ability to follow verbal and written instructions
- Ability to work effectively with Elementary, Middle, and High School students, staff, and parents
- Ability to communicate effectively (verbally)
- Some knowledge in traffic rules
- Demonstrates knowledge of standard safety procedures used in protecting and crossing students at congested intersections
- **Must be able to work an intermittent schedule**

### Primary Purpose:

Under general supervision, provide security and protection for students and vehicles of students, staff and parents in appropriate parking lots. Additionally, provide security for building and grounds on their assigned campus.

### Performance Responsibilities and Duties:

#### Student Management

1. Monitors student behavior and enforce school rules related to student conduct, vehicle operation, and parking
2. Resolves conflict or confrontation between students and report disturbances to principal or assistant principal
3. Investigates and reports security violations
4. Assists the appropriate administrator in implementing and enforcing any emergency plan
5. Controls traffic and parking on campus grounds

#### Security

6. Register student vehicles and maintain accurate records of registration when applicable
7. Work cooperatively with office personnel to inform students of problems with vehicles (i.e., improperly parked, lights on, etc.)
8. Monitors all hallways (interior/exterior of school)
9. Notify campus administrator or other appropriate authority of any situation requiring immediate attention
10. Give directions or act as a guide to authorized visitors

### **Playground**

11. Assists in enforcing playground rules set by the campus administrator
12. Monitors all areas of the playground
13. Provides for the safety of all students
14. Reports accidents and playground problems to the campus administrator

### **Crossing Guard**

15. Safely crosses school age children in compliance with local, county and state regulations
16. Allows traffic to flow as smoothly as possible and stop only for short periods of time
17. Utilizes all safety devices and equipment issued
18. Reports the license plate numbers of vehicles to the security supervisor when such vehicles violate speed or other traffic regulations which endanger the safety of school children
19. Adheres to the recommendations of local law enforcement officers pertaining to the stopping and passing of traffic
20. Reports students refusing to use crosswalks to the principal
21. Maintains a professional level of confidentiality concerning personnel and students.
22. Upholds and adheres to safety rules and policies of the CISD safety program.
23. Supports the goals and objectives of the school district and follow all district policies.
24. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
25. Performs any other duties as assigned by the appropriate supervisor.
26. Ability to attend work on a regular and routine basis to avoid disruption to district operations.
27. Support the goals and objectives of the school district and follows district policies.
28. Maintains a professional level of confidentiality concerning personnel and students.
29. Upholds and adheres to safety rules and policies of the CISD safety program.

### **Equipment Use:**

Two-way radio

### **Working Conditions:**

#### **Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Continuous walking and standing. Exposure to vehicle exhaust. Works outside and is exposed to extreme temperatures and inclement weather. 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.

### **Terms of Employment**

Work year established by the Superintendent; Salary according to schedule adopted annually.

### **Evaluation:**

Job performance will be evaluated annually as per district policies and procedures

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Print Name

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Employee Signature

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Date