

## Campus Monitor

### **Purpose Statement**

The job of Campus Monitor is done for the purpose/s of providing for the safety and welfare of students during lunchroom and recess activities; minimizing the frequency or severity of harmful incidents; and communicating observations and/or incidents that may impact a general well being of students and school personnel.

This job reports to Principal

### **Essential Functions**

- Assists students within the eating areas (e.g. retrieving utensils, cleaning spills, finding seats, etc.) for the purpose of ensuring a safe, timely and healthy mealtime experience.
- Communicates school policies and enforcement procedures to students, personnel and visitors for the purpose of ensuring their understanding and the potential consequences of violation.
- Facilitates lunchroom activities (e.g. food lines, tray stacking, return to class, etc.) for the purpose of ensuring a safe and healthy mealtime experience.
- Intervenes in potentially hazardous situations for the purpose of minimizing personal injury and property damage.
- Monitors students' lunch and recess periods for the purpose of ensuring the safety and welfare of students.
- Reports observations and/or incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, etc.) for the purpose of documenting incidents and ensuring compliance with mandated requirements.
- Responds to emergency situations (e.g. choking, falls, scrapes, etc.) for the purpose of resolving immediate safety concerns.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices and administering first aid.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: displaying tact and courtesy; being attentive to detail; maintaining confidentiality; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 10% sitting, 70% walking, and 20% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience is desired.

**Education:** No specific education level is required.

**Equivalency:** .

**Required Testing:**

Pre-employment Proficiency Test

**Continuing Educ. / Training:****Certificates and Licenses****Clearances**

IVP Fingerprint Clearance Card Required  
Measles/Rubella Immunity/Vaccination  
Valid form I-9

**FLSA Status**

Non Exempt

**Approval Date****Salary Grade**

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