

JOB TITLE: Campus Security Monitor

STATUS: Non-exempt

REPORTS TO: Campus Principal

TERMS: 179 days

DEPARTMENT: Assigned Campus

PAY GRADE: AUX302

PRIMARY PURPOSE:

Support campus administration by providing a high level of visibility and monitoring with an intentional focus on school safety and security

QUALIFICATIONS:

Education:

High school diploma or equivalent

Special Knowledge/Skills:

Strong interpersonal/communication (verbal, nonverbal, and written)

General knowledge of de-escalation and behavior intervention strategies

General knowledge of investigative skills

Ability to work independently as well as a serve as a member of a team

Possession of emotional maturity and stability

Experience:

Security experience preferred

Prior experience working with youth preferred

MAJOR RESPONSIBILITIES AND DUTIES:

1. Be a visible presence in the hallways during class transition periods, as well as during class periods.
2. Physically check every entrance of the school to ensure the building is secure.
3. Physically walk throughout all areas of the building and the campus perimeter, looking for safety hazards; ensuring students remain in authorized areas only.
4. Monitor the ingress and egress traffic flow during student drop-off and pick-up.
5. Assist with cafeteria supervision.
6. Support campus-based staff in implementation of tiered behavior interventions such as Check-in/Check-out.
7. Assist with truancy prevention and interventions.
8. Assist with crime-stopper programs, backpack programs, or other campus-specific programs.
9. Investigate reports related to school safety and security, reporting findings to campus administration.
10. Serve as a member of the campus crisis team.

11. Complete a daily report of activities and submit to campus administration, as requested.
12. Maintain confidentiality, model integrity, work ethic, and professionalism as a suitable example for students.
13. Monitor student and staff parking lots; issuing tickets for parking violations.
14. Regular attendance and support.

WORKING CONDITIONS:

Tools/Equipment Used: Two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals

Posture: Prolonged sitting and standing

Motion: Strenuous walking and climbing stairs; occasional keyboarding and use of mouse

Lifting: Moderate lifting and carrying (15–44 pounds)

Environment: Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather); moderate exposure to noise and vehicle exhaust

Other: Specific hearing and visual requirements; may be subject to adverse and hazardous working conditions, including violent and armed confrontations; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously

Mental Demands: Maintain emotional control under stress

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.

I have read and understand the responsibilities and duties required for this position as outlined above.
I understand the duties and can perform all essential job functions listed above.

Printed Name

Signature

Date