



Tolleson Union High School District #214
Campus Dispatch/Video Monitor

Purpose

The job of Campus Dispatch/Video Monitor is done for the purpose/s of providing for the safety and welfare of students and staff while on school grounds at the site where assigned.

Qualifications

Required:

1. High School Diploma or General Educational Development diploma (GED).
2. Job-related experience is preferred.
3. Must be at least 21 years of age.
4. Must be able to maintain confidential materials and information.
5. Ability to operate a digital video surveillance security system.
6. Must have good communication and organizational skills to alert school personnel of threats, keep security footage and reports organized, and maintain security protocols and practices.
7. Ability to acquire Cardiopulmonary Resuscitation (CPR) and 1st Aid Certification.
8. Ability to obtain a DPS Identity Verified Print (IVP) Fingerprint Clearance Card.
9. Ability to pass a Federal and State fingerprint background check.
10. Must be able to work under pressure and stay calm in difficult situations.
11. Must be able to make quick, informed decisions and respond quickly to events that unfold.
12. Must be able to develop and maintain effective relationships with students, co-workers, administrative staff, and parents.
13. Physical ability to perform in various weather conditions.
14. Bilingual preferred.

Essential Functions

1. Receives information regarding campus safety issues by telephone, radio, email, or other sources; notifies and dispatches campus safety personnel to campus locations as needed.
2. Supports positive relationships with students, staff, and a positive campus climate.
3. Checks all identification for the purpose of ensuring that only authorized students and authorized visitors are on campus.
4. Monitors campus activities and events.
5. Monitors emergency fire safety alarms systems, emergency response systems, and video surveillance cameras; monitors outgoing 9-1-1 calls and incoming Hot Line calls; contacts law enforcement and/or fire first responders and alerts appropriate campus personnel as needed.
6. Investigates any incident of disorderly conduct as directed by the administration for the purpose of making accurate written and oral reports necessary to maintain established district regulations for a safe and secure environment.

7. Patrols all common areas (e.g., lunchroom, classrooms with substitutes, detention, hallways, parking lots, etc.) for the purpose of ensuring student are in compliance with the established regulations for maintaining a safe and positive learning environment on district property.
8. Reports all known or suspected incidents of inappropriate behavior to appropriate site personnel (e.g., injuries, altercations, suspicious activities, etc.) for the purpose of ensuring follow-up in accordance with administrative guidelines.
9. Responds to emergency situations for the purpose of addressing immediate safety concerns.
10. Secures all parking lots and common areas during sporting and/or other special events for the purpose of maintaining efficient traffic flow and use of parking lot/s.
11. Maintains safety incident data in a record management system; prepares reports and maintains logs as required.
12. Serves as an information resource regarding the campus safety office providing exceptional customer service experiences to students, parents and guardians, staff, vendors, and the community.
13. Participate in mandatory District/Local in-service training programs.
14. Upholds all campus and District rules and regulations.
15. Ensure that cameras are properly working and are capturing footage of incidents.
16. Maintain the digital surveillance system, digital recordings, digital investigative files, and ensure the proper service and efficiency of the system.
17. Coordinate with the information technology (IT) and facility departments for system updates, service, training, and assistance.
18. Review footage to aid in investigations or to report incidents or emergency situations.
19. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, and Abilities

SKILLS are required to perform single, non-technical tasks using existing skills. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices, use of de-escalation techniques, re-direction of negative behaviors, verbally reason, and having bilingual skills is preferred.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: knowledge of pertinent laws, knowledge of District policies and procedures, knowledge of District organizational structure to direct own work and to coordinate duties with administration, and knowledge on maintaining appropriate interpersonal relations with students, parents, general public, and other staff of the district.

ABILITY is required to schedule activities; gather and/or 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 wide diversity of individuals; work with specific, job-

related data; and utilize specific, job-related equipment. In working with others, problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: ability to diffuse physical altercations safely, ability to identify safety hazards and suspicious persons on school campus, ability to maintain safety and all necessary records, ability to create written and verbal instructions and procedures, and the ability to communicate effectively both verbally and in writing.

Responsibility

Responsibilities include: working independently under minimal supervision using standardized procedures, providing information and/or advising others, and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continuous opportunity to affect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally, the job requires 90% sitting, 5% walking, and 5% standing. The job is performed under controlled indoor temperatures.

Reports to:	Principal or Assistant Principal of Discipline
Terms of Employment:	Nine-month, full time
Evaluation:	This position will be evaluated annually as outlined in Governing Board Policy
FLSA Status:	Non-Exempt
Salary:	Support Staff Salary Schedule, Grade 12
Board Approval:	February 25, 2025 (Revised)