

Granite Falls School District
JOB DESCRIPTION

CAMPUS MONITOR

GENERAL SUMMARY: Performs campus monitoring to maintain a safe and orderly environment for students and staff and to present a positive image on behalf of the District for students, staff, parents, and the general public using school district facilities. The Campus Monitor is responsible for supervising and monitoring student behavior, mediating disputes, assisting with investigations, participating in incident prevention and apprehension as required and patrolling campuses and parking lots on school property as student activities demand. The campus security monitors does not function as police or as agents of the police, administer school discipline, place their hands on students, except to prevent injuries to themselves or others, or interrogate or search students without an administrator present.

TYPICAL FUNCTIONS

1. Monitors the school campus(s) as directed by administrators and reports campus problems to administration; responds to administrative and teacher safety requests
2. Monitors student behaviors and fosters a positive school climate; maintains professionalism, confidentiality and ethical behavior in all dealings with students and other staff
3. Monitors school campus; assists administrator in the review of video surveillance after incidents
4. Monitors campus parking and traffic regulations; directs student traffic as needed
5. Assists administration with student investigations as directed by administration
6. Responds to student conflicts and fights, prevents student injuries, escorts disputants to the office
7. Reports students who endanger themselves or others to administration
8. Engage in constant "visual screening" to ensure that suspended, expelled, and non-enrolled students are not on campus
9. Assist in creating an effective climate for learning
10. Follow district guidelines and procedures with regard to student conduct and discipline referrals
11. Assist in locker/student searches for weapons/drugs/contraband; assist Administrators in investigating minor thefts, vandalism, drug-related incidents, and other disturbances and refer to administrator for further investigation for record keeping purposes
12. Perform other related tasks and responsibilities as assigned by the building principal, or designee
13. Demonstrated ability to work with school age youth from a variety of backgrounds and ethnicities
14. Strong public relations, communication and organizations skills.
15. Demonstrated ability to work cooperatively with students, staff, parents and the general public
16. Ability to accurately assess emergency situations; remain calm under pressure; respond calmly and quickly in dangerous situation
17. Ability to work with others in a team environment: Listen to others. Communicate with other staff in a pleasant and open manner. Willingly take directions from other staff. Maintain effective relationships with building administration and other building staff. Willing to assume other duties as necessary.
18. Work well with other staff to accomplish the mission of the organization.
19. Demonstrate respect and professional courtesy toward students, staff, parents, and public.
20. Ability to work with students: Gain cooperation and respect from students and demonstrate same. Establish a positive rapport with students. Communicate appropriately and effectively with students of various ages.
21. Ability to work independently: Establish daily work priorities. Make responsible decisions and judgments within the scope of your authority. Complete assigned tasks without constant supervision. Be punctual and complete work within allotted time.
22. Follow departmental and District guidelines, policies, and procedures.
23. Other related duties as assigned by the building principal/administrator.
24. Wear attire and maintain appearance appropriate to the job.

REPORTING RELATIONSHIPS: Responsible to Building Administrator

MINIMUM QUALIFICATIONS:

Education and Experience

High school diploma or equivalent. AA/BA preferred or other professional training, which relates to this position.
Two (2) years' work experience or training in security, student supervisor or related fields

Licenses/Special Requirements

Current Right Response and/or similar de-escalation and physical restraint training certification preferred (obtain within 60 days of hire date). Current CPR/First Aid certificate (obtain within 60 days of hire date – district provided training)

Valid Washington State Driver's License maintained for the duration of this job

Fingerprinting required (satisfactory background clearance results; Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance)

HIV/HBV Training (obtain within 60 days of hire date – district provided)

Sexual Harassment Training (obtain within 60 days of hire date – district provided)

Wear attire and maintain appearance appropriate to the job

Working Conditions:

This work is performed both indoors and outdoors under wide temperature variations. Typically, the noise level in the work environment is moderate. Some lifting, carrying, kneeling and stooping, and fine motor skills are required. There is a potential that physical intervention strategies may be necessary.