

Richfield Public Schools

Position Title: Security Monitor

Department / Unit: Site as Assigned

Accountable To: Site Principal

Date of Latest Revision: December 2003

I. PURPOSE OF THE POSITION

Assist building level administration with ensuring the ongoing safety and security of students, staff, site guests and District property through diligent observations, interactions, appropriate interventions or investigations, searches, timely incident reports and ongoing input during meetings on the safety and security policies and practices established by the assigned site.

II. MAJOR JOB RESPONSIBILITIES

- A. Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- B. Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- C. Diligently observes and interacts with students upon their arrival, departure and during their regular daily schedules in a manner that contributes to a safe and well-mannered school environment for students, staff and site guests.
- D. Actively intervenes with students to confront and correct inappropriate behaviors that clearly violate established safety and security policies and practices, reminding them of potential consequences and calling for assistance if required.
- E. Actively investigates reports of stolen goods, property damage, possession of contraband or weapons and other actions that clearly violate established safety and security policies and performs searches in a manner that respects the rights and obligations of all parties involved and complies with all applicable policies, protocols and procedures for conducting investigations and searches.
- F. Prepares and submits incident reports according to established policies in a timely manner that also ensures that all confidential information is protected and only released to authorized persons.
- G. Patrols inside and outside the assigned site with sufficient frequency to monitor the security status of site facilities (e.g. doors, windows, gates, other security devices, parking lot general grounds, etc.). Promptly reports immediate or potential safety or security risks to building supervisors.
- H. Contributes during meetings concerning optimal or preferred building and grounds security practices.

- I. Meets with site staff, parents and representatives of outside agencies on safety and security issues as requested by the Principal or other authorized person.
- J. Performs other job-related responsibilities as assigned by the Principal or other authorized person.

III. QUALIFICATIONS

- Knowledge, Skills and Abilities required to qualify for this position.
 - High School or GED equivalent
 - Some type of safety or security experience comparable to the major job responsibilities performed in this position is highly desirable.
 - Post secondary security training provided by the District or an agency contracted by the District.
 - Demonstrated interest and abilities to develop and sustain good relationships with students, staff and site guests of diverse cultural and economic backgrounds.
 - The skills and abilities from provided training to appropriately intervene, conduct investigations, perform searches and document such activities in timely complete reports.

IV. WORK ENVIRONMENT

- The typical work environment is a combination of inside and outside the assigned site throughout the school year.
- The work environment requires the necessary level of physical strength and stamina to perform all major responsibilities of this position.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. the physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.