AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**CAMPUS SAFTEY MONITOR**			FLSA STATUS:	**EXEMPT**
PAY GRADE:	**NIS 1**	DUTY DAYS:	**209**	DATE REVISED:	**02/13/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

This position requires a high school diploma or equivalent. Some related experience is preferred.

SKILL REQUIREMENTS:

This position requires the ability to interact and relate to students from a variety of ethnic and social backgrounds. Incumbent must possess a thorough understanding of school safety, disciplinary rules and regulations, and service as a Campus Safety Monitor for the campus. Incumbent must have good listening and communication skills and be able to communicate effectively with others. Incumbent must have the ability to monitor actions of others. Position requires incumbent to analyze potential situations and apply rules and knowledge to specific problems to produce sensible results. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

This position assists campus personnel in maintaining order, monitoring, and resolving conflicts, and ensuring that safety rules are followed on school grounds. Incumbent must exercise good judgment. Under general direction, provide for a safe and secure environment, foster an optimal learning environment and act as a deterrent to an unsafe environment by patrolling the campus, monitoring student activities, enforcing school and District policies, intervening in physical encounters, monitoring security cameras, monitoring visitors, and reporting unsafe or unhealthy conditions. All work must be done in accordance with Austin ISD policies and procedures (e.g., fire safety rules).

ESSENTIAL FUNCTIONS:

- Display ethical and professional behavior in working with students, parents, school personnel, and the general public associated with the school.
- Monitor student activity in hallways, lavatories, and other assigned areas. Enforce school safety rules.
- Check hallways, lavatories, and grounds for unauthorized personnel or movement of students.
- Prevent vandalism, physical conflict, and theft of personal and school property whenever possible.
- Respond to and assists in resolving conflicts or confrontations between students.
- Protect confidentiality of records and information about staff, students, and campus incidents.
- Assist in evacuating students from school buildings during emergencies (e.g., fire drills). Follow appropriate Evacuation procedures as directed by AISD.
- Notify police, fire, and EMS in emergencies.

- Document/record activities and incidents.
- Make decisions and problem solves independently of others within assigned authority.
- Apply appropriate physical restraint when necessary.
- Authorize individuals entering or exiting facilities.
- Communicate details in a protective service setting.
- Enforce policies, procedures, and regulations for assigned area.
- Escort individuals or suspects.
- Maintain work records.
- Monitor life/safety systems (e.g., fire alarm/suppression, CCTV).
- Wear District designated attire in a presentable manner during assigned work hours.
- Assist visitors with directions and securing proper identification. Intercept unauthorized visitors and escort them to exits.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Incumbent must be always standing and patrolling school grounds during the school day. Position may require physical activity sufficient to overcome physical resistance. Position may require running for short distances and overcoming obstacles when responding to specific situations. Position is subject to emergency call-back/deployment to areas other than normal assignment, at times not consistent with established schedules. OSHA category for blood borne pathogens for this position is Category II, which involves possible exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

This position reports directly with and under the guidance of the campus administrator. General instructions are given for weekly work assignments. Incumbent should serve as a positive role model for students. The incumbent has constant contact with students throughout the day while performing assigned duties. Incumbent interacts with campus administrators, teachers, and staff on a daily basis. Incumbent will have contact with visitors and other members of the public while they are on school property.

AUSTIN ISD
JOB DESCRIPTION

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	