



Crandall Independent School District

Job Description

Job Title: Campus Security Monitor
Reports To: Principal
Dept./School: Crandall High School

Wage/Hour Status: Non Exempt
Date Revised: March 23, 2022

Primary Purpose:

Enhance the safety and security of students, staff, and visitors by monitoring the interior and exterior of the campus. Support campus administrators by monitoring students during the day to ensure compliance with the Student Handbook and District Policies.

Qualifications:

Education/Certification:

High school diploma or equivalent, required
Military Veteran with Honorable Discharge, preferred

Special Knowledge/Skills:

Ability to effectively communicate in English and Spanish, preferred
Ability to follow verbal and written instructions
Ability to clearly and accurately record information in writing
Ability to work effectively with students from diverse cultures
Ability to work under pressure in emergency situations and maintain/exhibit emotional control
Ability to work collaboratively with other staff members to realize security goals
Ability to work in a diverse culture
Ability to serve as a role model for district students by demonstrating behavior that is ethical, courteous and responsible
Ability to exercise good judgment in decision-making

Experience:

Experience in an educational environment or working with kids, preferred

Major Responsibilities and Duties:

1. Ensure the campus is secure by monitoring and actively interacting with students while conducting security checks throughout the day.
2. Report Code of Conduct violations (e.g., truancy, misbehavior, vandalism, etc.) to campus administration.
3. Identify unsafe conditions and report them to campus administration and/or the campus police officer immediately via radio or telephone.
4. Report physical safety and security vulnerabilities, such as fire hazards and unsecured exterior doors to campus administrators.
5. Positively engage all visitors. Engage and escort unauthorized visitors to the office, report if necessary to the campus police officer.
6. Assist with Standard Response Protocol drills and actual emergencies as they occur.
7. Perform other appropriate duties assigned by campus administration.
8. Assist with any security issues as directed by the campus administration.
9. Work special events and staggered shifts as required, to enhance campus security.
10. Maintain confidentiality of information.

11. Be a positive role model for students; support the mission of the school district.

Supervisory Responsibilities:

No supervisory duties

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; school bus operation; safety equipment; fire extinguisher; radio communication equipment

Posture: Ability to sit and stand for prolonged periods; occasional bending/stooping, pushing/pulling, and twisting

Motion: Continual sitting, standing, and reaching; repetitive hand and arm motions

Lifting: Occasional light lifting and carrying (less than 20 pounds)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; make work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours

Mental Demands: Work with frequent interruptions and ability to exercise reasoning and problem-solving skills; maintain emotional control under stress

The document describe the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Print Name

Signature

Date