

JOB DESCRIPTION

TITLE:	STUDENT SAFETY CAMPUS MONITORS
REPORTS TO:	SITE PRINCIPAL
TERMS OF EMPLOYMENT:	177-180 DAYS
SALARY RANGE: 14-A	EMPLOYER/EMPLOYEE PAID \$21.03-\$30.12 EMPLOYER PAID PERS \$17.70-\$25.33
BENEFITS:	Nevada State PERS Retirement Employer paid Medical, Dental, Vision and Life Insurance No State Tax
FLSA STATUS:	NON-EXEMPT

SUMMARY OF POSITION

Student Safety Campus Monitor are responsible for the overall safety and security of the school. The Student Safety Campus Monitor plays a critical role in the school's culture and climate. A calm, structured, and positive learning environment is top priority for the Student Safety Campus Monitor. Student Safety Campus Monitor actively engage in supporting students in order for them to be successful in the classroom and school community. The role of a Student Safety Campus Monitor is physically demanding as they are the first to defuse and de-escalate student misconduct and/or serious incidents and must respond urgently.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

- ★ Inspects school and other district property for safety hazards, evidence of vandalism, theft or burglary in order to maintain safety and security.
- ★ Makes appropriate referrals for those students who are not in class or who do not have a reason for being on campus.
- ★ Enforces regulations and procedures in order to assure the safety of district property, personnel, and students.
- ★ Monitors student entry and exit from campus for appropriate activity; checking identifications and passes as needed or appropriate.
- ★ Provides emergency responses or assistance regarding safety and security matters; administers first aid; completes required forms and reports.
- ★ Notifies school administration regarding all emergency situations.
- ★ Monitors buildings and grounds checking windows, locks, doors and security systems for damage or possible breach of security; follows established procedures and guidelines when violations occur.
- ★ Prepares and maintains security logs; completes forms and reports regarding security activity on assigned shift in accordance with established policies and procedures.
- ★ Supervises, monitors and ensures the safety of students as assigned by the Site Administrator.
- ★ Effectively manages students under supervision including the enforcement of school rules and district policies.

- ★ Assists the public by providing directions, answering questions, explaining rules, referring to appropriate staff or providing necessary forms.
- ★ Uses a computer to enter and retrieve information

NON-ESSENTIAL FUNCTIONS

Perform other related duties as assigned.

WORK CONTACTS

Frequent contact with students, parents, teachers, administrators, law enforcement personnel, and other district staff members.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

The ability to perform the following work activities with or without reasonable accommodations:

- ★ Monitor and supervise students both inside and outside the school site for long periods of time.
- ★ Observe people and/or events and take appropriate action based on established procedures.
- ★ Apply and enforce school district rules, regulations, policies and procedures.
- ★ Analyze situations accurately and recommend or take effective courses of action including thinking and acting quickly and calmly in emergencies.
- ★ Answer questions, provide information, and explain rules.
- ★ Interact with people of various backgrounds.
- ★ Maintain composure when dealing with resistant or hostile people.
- ★ Act in a professional and courteous manner.
- ★ Display kindness, patience and firmness.
- ★ Communicate effectively, both orally and in writing, with students, teachers, law enforcement personnel and other district staff.
- ★ Work harmoniously with supervisors, students and staff.
- ★ Read and understand standard rules, regulations, policies and procedure.
- ★ Knowledge of English grammar, punctuation, composition and spelling to complete narrative reports.
- ★ Work independently and follow through on assignments with minimal direction.
- ★ Interact diplomatically and professionally with the public.
- ★ Communicate clearly using electronic communication devices.
- ★ Maintain records, logs and files.
- ★ Maintain confidentiality.
- ★ Possess basic computer skills.
- ★ Plan and organize work.
- ★ Follow oral and written instructions.
- ★ Maintain regular attendance and punctuality.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Site Administrator. The Site Administrator will at least annually evaluate the Student Safety Campus Monitor's performance.

SUPERVISION EXERCISED

None

WORK CONTACTS

Frequent contact with teachers, students, parents, district staff, community partners, and state personnel is required. Contact with subordinates to manage and coach.

CONDITIONS OF WORK

Work is performed under the following conditions:

- ★ Exposure to climate-controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.
- ★ Hazards: Stress, anxiety, verbal and physical aggression. Office/Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

SAFETY SENSITIVE:

YES ☐ NO ☒

ACCEPTABLE EXPERIENCE AND TRAINING

Experience in the supervision of youth and performing personal safety and property security work; ability to work with and relate to students of high school age; high school graduation or equivalent; or any equivalent combination of experience and training which provides the knowledge, skills and abilities to perform the work.

LICENSES/CERTIFICATES

Possession of and ability to maintain a valid Nevada's driver's license; ability to obtain and maintain Basic First-Aid and C.P.R. Certification.

ABILITY TO:

Prepare and maintain accurate records; Maintain and protect sensitive confidential information encountered in the course of work; participate in physical activities which are part of the students' basic program; gather and/or collate data; use basic, job-related equipment; demonstrate flexibility in working with others in a variety of circumstances; work with data utilizing defined but different processes; operate equipment using standardized methods; work with a wide diversity of individuals; work with a variety of data; utilize a variety of job-related equipment; problem solve to identify issues and create action plans; adapt to changing work priorities; communicating with diverse groups; work with constant interruptions; provide sensitive customer services to students who are emotionally/behaviorally disabled, violent, and verbally aggressive; maintain accurate student records; display courtesy and tact in all interactions through the course of work; follow oral and written instructions; pay close attention to detail; exercise independence, judgment, and problem-solving skills; meet deadlines; appropriately handle stress and interact with others; and maintain regular attendance and punctuality.

NON-ESSENTIAL FUNCTIONS

- ★ Assists in finding supports appropriate to aid students for the purpose of finding a path to independence.
- ★ Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL AND MENTAL/INTELLECTUAL REQUIREMENTS

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Those requirements include:

- ★ Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Sedentary to heavy exertion of force involving 50-80 pounds daily and repetitively. May involve negligible up to significant stand/walk/push/pull/carry. May involve climbing, standing, walking, pushing, pulling, carrying, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical classroom setting and use standard classroom equipment. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external members of the school community.

- ★ In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

EMPLOYEE PUNCTUALITY AND APPEARANCE

In order for DCSD schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator. All employees are required to report to work dressed in a manner that reflects a positive image of DCSD and is appropriate for their position.

NOTICE OF NON-DISCRIMINATION/EQUAL OPPORTUNITY EMPLOYER

The Douglas County School District does not discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, sex (including pregnancy), gender identity or expression, genetic information, sexual orientation, disability, marital status, age, veterans or military status, or political affiliation in admission to or access to, treatment or employment, or participation in its programs and activities, and provides equal access to the Boy Scouts of America and other designated youth groups, pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Individuals with Disabilities Education Improvement Act (IDEA), and the Boy Scouts of America Equal Access Act. The Douglas County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment, which includes recruiting and hiring practices, working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling (775) 782-7177.

The Superintendent of Douglas County School District has designated the following position to handle inquiries regarding student and employee non-discrimination policies:

Executive Director of Human Resources

1638 Mono Avenue
Minden, Nevada 89423
Phone: (775) 782-7177

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have read the above job description and have received a copy for my records.

Signature of Employee: _____

Date: _____