



**BELVIDERE**  
DISTRICT 100  
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## VACANCY NOTICE

<b>POSITION:</b>	<b>Security Monitor</b>
<b>LOCATION:</b>	<b>Belvidere High School</b>
<b>START DATE:</b>	<b>September 2, 2025</b>
<b>WORK SCHEDULE:</b>	<b>7.5 hours day/Monday-Friday</b>
<b>SALARY:</b>	<b>\$17.50/hour (<a href="#">CBA Agreement</a>- see Article 11)</b>
<b>BENEFITS:</b>	<b>Blue Cross Blue Shield Booklet <a href="#">English</a> / <a href="#">Spanish</a></b>
<b>QUALIFICATIONS/EXPERIENCE:</b>	<b>See attached job description</b>

Qualified applicants should complete an online application at [www.district100.com](http://www.district100.com). All **current employees** must submit an application within five (5) days of the posting date to be considered for this position. Please notify your current supervisor of your intent to transfer.

Human Resources Department  
Belvidere Community Unit School District 100  
1201 Fifth Avenue  
Belvidere, IL 61008

Posting: August 18, 2025

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status



## Job Description

<b>Position:</b>	<b>Security Monitor</b>
<b>Reports to:</b>	<b>Principal/Assistant Principals/Safety and Security Coordinator</b>
<b>Qualifications:</b>	<b>High School Diploma</b>
<b>Terms of Employment:</b>	<b>9 month position</b>
<b>Basic Function:</b>	Under the direction of the Safety and Security Coordinator, maintains optimum student supervision and assistance in the hallways, rest rooms, and grounds as assigned by the administration.

### Performance Responsibilities:

1. Knowledgeable of school rules and procedures as they appear in the Belvidere Community Unit School District 100 handbooks. Assists administration by enforcing school rules, policies and procedures.
2. Report students in non-compliance with the rules and regulations to the assistant principals.
3. Responsible for monitoring conduct and control of students present in the hallways, rest rooms, and exits and entrances of the building.
4. Supervises hallways verifying student hall passes and reports to the assistant principals students in the hallways and restrooms without authorization.
5. Observes the school's camera system and alerts the building administration of any issues.
6. Checks doors throughout the building to ensure they are locked and secure.
7. Patrol areas to prevent fire, theft, vandalism and illegal entry.
8. Monitors front entrance and screens visitors using Raptor System.
9. Provides visitor passes to building visitors.
10. Screens students for IDs.
11. Works cooperatively with students, staff, and administration in maintaining students' welfare, health, and safety.
12. Carries out specific assignments as directed by the principal and/or assistant principals.
13. Establishes and maintains a positive relationship with students and staff.



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15. May perform other related duties from time to time as assigned.

**Other requirements:**

- Security Monitors are required to complete CPI verbal de-escalation training and any other applicable professional development/training as determined by the District and the School Safety and Security Coordinator. Training will be provided by the District.
- Security Monitors are required to wear a uniform shirt while performing their duties. Uniform shirts will be provided by the District.
- Previous experience in the security field and with implementing safety and security measures is desired.

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.