



Edina Public School Position Description

Section I: General Information

Position Title: Security Monitor	Department: Emergency Management and School Safety
Immediate Supervisor: Supervisor of Emergency Management and School Safety	FLSA Status: Non-Exempt
Position Summary: With the focus to support and advance the Edina Public Schools' mission, vision, and core values, the Security Monitor provides security for school buildings property to ensure the safety of students, staff, and visitors. Under the direction of the Supervisor of Emergency Management and School Safety, and under the guidance of building administration, the Security Monitor patrols school buildings and property, monitoring student behavior, implementing appropriate procedures, and directing traffic flow and parking usage. The Security Monitor responds to emergencies, intervenes in conflicts, and works with their supervisor and building administration to direct students and staff in crisis situations.	

Section II: Essential Duties and Responsibilities

Maintains the Safety and Security of Students, Staff, and Visitors

- Monitors school hallways, study areas, common areas including lunchrooms and restrooms, grounds, and parking lots to ensure that students and staff are safe and in the appropriate locations.
- Observes student behavior, reinforces appropriate student conduct in common spaces, and informs school administration of incidents.
- Assists administrators and school liaison officers during investigations of potentially illegal activity on school property to the extent allowed by law and policy.
- Discusses rule and policy violations with students and provides written reports to building administration for the assignment of discipline as necessary.
- Monitors for student truancy and informs school administration of incidents.
- Provides security at extra-curricular events outside of school hours, including weekends and evenings, as needed.
- Abides by all student and staff privacy laws including but not limited to the Minnesota Government Data Practices Act and Family Educational Rights and Privacy Act.
- Compiles information from student, staff, and visitor safety and security incidents and completes established reporting procedures as directed.
- Works with supervisor and building administration during crisis situations including but not limited to fire, tornado, and intruder drills, weapons control, and student disturbances.

Appropriately Engages with Students and Provides Effective Support

- Builds positive relationships with students to foster trust, respect, and guidance.
- Serves as a role model, promoting respectful interactions, and a positive school climate.

Maintains the Security of School Buildings and Property

- Actively patrols school buildings and grounds including student and staff parking areas to ensure safety and security.

- Monitors for unsafe driving and illegal parking on school property and takes appropriate actions as directed by supervisor and building administration.
- Directs traffic before and after school hours to ensure student, staff, and visitor safety as assigned.
- Observes buildings and property for vandalism, theft, and trespassing by unauthorized personnel.
- Works with supervisor and building administration to monitor security cameras when needed for student, staff, or visitor safety.
- Maintains security records, logs, and reports for time periods required by school district.

Performs other duties of a comparable level or type, as required.

- Communicates the district's vision, mission, core values and beliefs and provides professional expertise and assistance to individuals, other district staff, and the community concerning areas of expertise and knowledge.
- Attends training sessions, conferences, seminars, district, and departmental meetings. Keeps abreast of changing developments, trends, and technologies.
- Attends work regularly and punctually.

Section III: Essential Skills Required to Perform Position Duties

- Establishing and maintaining effective and professional relationships with students, staff, visitors, and representatives of other agencies.
- Communicating effectively with diverse stakeholders and effectively observing human behavior.
- Employing de-escalation strategies for students, staff, and visitors.
- Influencing, persuading, and serving as a positive role model for students.
- Utilizing professional judgment when working with uncooperative, hostile, or angry individuals.
- Communicating and enforcing school district policies, procedures, and administrative practices.
- Working both independently and collaboratively.
- Compiling information and creating reports.

Section IV: Minimum Education and Experience Requirements

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required for the position.	An associate's degree or equivalent is required.
LICENSE/CERTIFICATION REQUIREMENTS:	CPI, CPR, and first aid certification within six (6) months of hire. Valid Minnesota driver's license and evidence of mobility.

Section V: Supervision Requirements

Title of Position Directly Supervised	Number of Employees
N/A	
Total	0

Section VI: Physical Position Requirements

Physical Activities									
Amount of Time Spent	None	33% Occasionally	34-67% Frequently	68-100% Continuously	Physical Lift, Carry, Exert	None	33% Occasionally	34-67% Frequently	68-100% Continuously
Stand				x	Up to 10 pounds			x	
Walk				x	Up to 25 pounds			x	
Sit		x			Up to 50 pounds		x		
Use hands to finger, handle or feel			x		Up to 100 pounds	x			
Reach with hands and arms		x							
Climb or balance		x							
Stoop, kneel, crouch or crawl		x							
Talk or hear				x					
Taste or smell	x								

Classification History: Job description updated by ISD 273 Human Resources 2.2025.