



# Hays Consolidated Independent School District

## Department of Human Resources

**Job Title:** Security Monitor- Campus

**Wage/Hour Status:** Non-exempt

**Reports to:** Principal/Assistant Principal Assigned

**Pay Grade:** AU01, 187 Days

**Dept. /School:** High School Assigned

**Date Revised:** April 2025

### Primary Purpose:

Under general supervision, provide security and protection for students and vehicles on school property. Monitor student behavior and enforce school rules related to student conduct. Resolve conflict or confrontation between students and report disturbances to assistant principals.

### Qualifications:

#### Education/Certification:

High school diploma or equivalent

#### Special Knowledge/Skills:

Ability to clearly and accurately record information  
Ability to follow verbal and written instructions  
Ability to work effectively with high school students  
Ability to communicate effectively (verbally)

#### Experience:

None

### Major Responsibilities and Duties:

#### Student Management

1. Monitor student behavior and enforce school rules related to student conduct, vehicle operation, and parking.
2. Resolve conflict or confrontation between students and report disturbances to principal or assistant principal.
3. Control traffic and parking on campus grounds.

#### Security and Parking

4. Work cooperatively with office personnel to inform students of problems with vehicles (improperly parked, lights on, etc.).
5. Assist law enforcement personnel as needed.
6. Notify police, fire department, or other appropriate authority of any situation requiring immediate attention.
7. Give directions or act as a guide to authorized visitors.
8. Provide after hour security when needed.

### Supervisory Responsibilities:

None

### Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Two-way radio, personal computer, telephone, printer, copier, fax machine, and calculator.

**Posture:** Standing, kneeling, bending, stooping, pushing, pulling, and twisting.

**Motion:** Continuous walking, grasping, and reaching.

**Lifting:** Occasional light lifting.

**Environment:** Exposure to vehicle exhaust. Works outside and is exposed to extreme temperatures and inclement weather. May be subject to extreme physical acts of others (i.e., restraining students involved in altercations).

**Mental demands:** Maintain emotional control under stress.

**EEOC Statement:**

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

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This document describes 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. Positions are extended annually based upon availability of funding. Signature of acknowledgement indicates a receipt of aforementioned information.

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Employee Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

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Badge #