

## SCHOOL DISTRICT OF INDIAN RIVER COUNTY

### SECURITY MONITOR

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Security experience or licensure (Class D) preferred.
- (3) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Good public relations skills. Knowledge of rules of student conduct and school policy. Ability to relate well to students. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to work cooperatively with others.

#### REPORTS TO:

Principal

#### JOB GOAL

To provide security for a safe and secure school campus.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Assist in getting all of the students and staff on campus in the morning and off campus after school.
- \* (2) Lock all gates.
- \* (3) Secure the campus against safety hazards, vandalism, and unwanted visitors.
- \* (4) Monitor halls and open areas for student traffic and disruptive congregations.
- \* (5) Assist in any way possible with any problems that may arise in the entire parking area.
- \* (6) Assist administrators to ensure that all students follow school policies as outlined in the school handbook.
- \* (7) Check for trespassers and report them to the school administration.
- \* (8) Check all students who leave campus prior to the end of the student day to ensure they have officially signed out or are on a work program.
- \* (9) Check parking decals as needed.
- \* (10) Investigate incidents of vandalism.
- \* (11) Demonstrate initiative in the performance of assigned responsibilities.

##### Employee Qualities/Responsibilities

- \* (12) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.

**SECURITY MONITOR (Continued)**

- \*(13) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(14) Ensure adherence to good safety standards.
- \*(15) Maintain confidentiality regarding school/workplace matters.
- \*(16) Perform assigned tasks in a timely and efficient manner.
- \*(17) Perform assigned tasks with a high standard of quality.
- \*(18) Model and maintain high ethical standards.
- \*(19) Maintain expertise in assigned area to fulfill position goals and objectives.
- \*(20) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

**Inter/Intra-Agency Communication and Delivery**

- \*(21) Exercise service orientation when working with others.
- \*(22) Keep supervisor informed of potential problems or unusual events.
- \*(23) Use effective, positive interpersonal communication skills.
- \*(24) Respond to inquiries and concerns in a timely manner.
- \*(25) Serve on school/district committees as required or appropriate.

**System Support**

- \*(26) Assist administrators when needed or called upon.
- \*(27) Exhibit interpersonal skills to work as an effective team member.
- \*(28) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(29) Demonstrate support for the school district and its goals and priorities.
- \*(30) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(31) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(32) Participate in cross-training activities as required.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.  
May be required to restrain a physically active individual as a temporary safety measure.

Job Description Supplement 10

**TERMS OF EMPLOYMENT:**

|                   |               |                                      |
|-------------------|---------------|--------------------------------------|
| Support Personnel | Pay Grade 6-7 | 186 days worked per year (10 months) |
| FLSA Non-Exempt   |               |                                      |

Pay Grade 7 requires a Class D Security License and a minimum of one year of verifiable experience working in the security field.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.