DISPATCHER/MONITOR, SECURITY

QUALIFICATIONS
   High school diploma or equivalent
   Previous experience in dispatching and/or security monitoring preferred
   Strong oral and written communications skills
   Applicant must submit to and pass drug-screening test as outlined by district policy.

REPORTS TO
   Security Communication Coordinator I

SUPERVISES
   N/A

JOB GOAL
   To insure that persons and locations in the district are safe and secure

ESSENTIAL FUNCTIONS
   Receives and relays and/or dispatches routine and emergency calls for service.
   Maintains a log of all telephone calls and radio transmissions and other pertinent information and inputs them into the computer.
   Assigns incident report numbers and maintains a log on response time of safety officers or patrol to incident location.
   Monitors all traffic on security channel.
   Monitors closed-circuit cameras of all sites and alerts appropriate personnel of problems as necessary.
   Contacts Jackson Police Department and appropriate district personnel of special threat situations.
   Notifies the shift supervisor of any communication equipment that is not in proper working order.
   Prepares and types a variety of reports.
   Performs other related duties as requested or assigned.

EVALUATION
   Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.
**SALARY INFORMATION**

Classification: Dispatcher/Monitor, Security  
Scale: Classified  
Grade: A  
Days Employed: 258 per school year  
Beginning Salary $8.25  

Exception: JPS employees should refer to the Classified Employee Pay Scale Rules of Administration and Implementation.  
Overtime: Exempt

**CODES**

MS Personnel/Accreditation Data: 751035 (Security)  
JPSD Job Position Title: N3815/N3816/N3817