



Submitted For  
Approval: 8/6/2019  
Effective: 8/7/2019

JOB TITLE:	MONITOR IN-SCHOOL SECURITY
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8758
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Assists in the direct supervision of student activities by maintaining order and acceptable conduct of students. Provides protection for students and faculty by patrolling all school grounds.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Provides in-school security for school faculty, staff, and students
Prevents trespassers from entering the school building or remaining in the building if there without authorization
Monitors student activity in the hallway and cafeteria
Escorts students to the office when assistance is requested by school staff
Assists the local school administration in forming and implementing policy or procedures for dealing with student discipline
Reports all incidents that occur in the assigned school
Makes recommendations to the local and system wide service office administration for the improvement of the security plan for the assigned school
Monitors loading and unloading of school buses at the assigned school
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving exposure to marked changes in temperature and humidity.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Must be twenty-one (21) years of age
Meet qualifications for commission from Department of Justice
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace