

Campus Monitor assigned to Refocus

Purpose Statement

The job of Campus Monitor assigned to Refocus is done for the purpose/s of providing for the safety and welfare of students during non-classroom activities; minimizing the frequency and/or severity of harmful incidents; and communicating observations and/or incidents that have a potential impact on the general well being of students, school personnel, and/or visitors. Certain areas of the building are designated as male or female areas, therefore, a proportional balance of male and female personnel is necessary. Demonstrates support for the Vision, Mission, Beliefs and Goals of District #202. Upholds the established Board of Education policies, regulations and administrative procedures.

This job reports to Principal or Administrator Designee

Essential Functions

- Communicates safety and security policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.
- Fosters and maintains a positive and effective working relationship with teachers, administrators, support staff, District staff, students, parents and the community for the purpose of adhering to the policies, regulations and administrative procedures.
- Intervenes in potential conflicts and emergency situations for the purpose of minimizing disruptions of campus activities and/or injury to involved parties.
- Maintains professional confidentiality in all areas of responsibility for the purpose of adhering to the policies, regulations and administrative procedures.
- Monitors student behavior during and between assigned periods (e.g. restrooms, outdoors, parking lot before and during school, hallways, library, cafeteria, classroom, etc.) for the purpose of ensuring student compliance with established guidelines, maintaining a safe and positive learning environment, and secure facility.
- Participates in unit meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares written materials (e.g. incident reports, activity logs, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Refers incidents including personal injuries, altercations, suspicious activities, rule violations, etc. to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.
- Responds to inquiries from a variety of sources regarding campus security issues for the purpose of providing information, direction and/or referral for addressing inquiry.
- Responds to a variety of situations (e.g. accidents, injuries, vandalism, suspicious activities, alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.

Other Functions

- May administer homework assignments or make-up work for the purpose of supporting teachers in the instructional process.
- May assist students on assigned class work for the purpose of providing ongoing support in the completion of work assignments.
- May provide verbal and/or written feedback of observations for the purpose of informing teacher(s) of students' progress.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; interpersonal aptitude; and monitoring activities.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: sensitivity to persons of diverse backgrounds; adaptability/flexibility; excellent communication skills; physical strength and stamina to walk, climb and descend stairs; stand for extended periods of time; run short distances; maintain confidentiality; speak, read and write in English; and bilingual is beneficial.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 25% sitting, 40% walking, and 35% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Pre-employment Physical Exam Pre-employment TB Test

Continuing Educ. / Training:

Evaluation as outlined in the PASS Negotiated Agreement

Certificates and Licenses

High School Diploma or Equivalent

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

2/20/2018

Salary Grade