



AUXILIARY POSITION DESCRIPTION

Position: Security Monitor

School: Assigned School

Work Group: Auxiliary - Level II

Evaluation: Annual

Work Schedule: 7.75 hours daily, 180 days (School Year Position) or as assigned*

General Hours: High School: 7:30 am - 3:45 pm or 7:15 am - 3:30 pm, as assigned

Middle School: 8:15 am - 4:30 pm

(30-minute lunch break)

**Evening and Weekend Special Events and Activities, as assigned*

Reports to: Building Principal & Assigned Safety Agent

Summary: Assist with the general safety and security of the school and campus. Work closely with the Safety Agent, Administration, and School Resource Officer to monitor and maintain safe and security practices.

Essential Duties and Responsibilities:

1. **Preventing Criminal Activity:** Maintain a high visibility presence with students and patrons to deter criminal activities and provide a sense of security.
2. **Student Monitoring:** observe hallways, academic, and non-academic spaces to ensure safety and compliance with school policies.
3. **Vandalism Prevention:** Regularly check restrooms, facilities, and grounds for signs of vandalism and take appropriate action to prevent further damage.
4. **Safety Monitoring:** Respond to suspicious, dangerous, or unwanted activity and report incident(s) to the security office, Safety Agent, and/or Administration.
5. **Incident Documentation:** Promptly document, report, and communicate incidents and safety hazards with the administration promptly.
6. **Emergency Assistance:** Assist the administration with response to safety alarms, drills, and incidents as needed, ensuring a coordinated and effective response.
7. **Customer Service:** Provide positive and professional customer service to all patrons and students, fostering a welcoming and safe environment.
8. **Confidentiality:** Maintain confidentiality regarding building security, personnel, records, and documents to protect the integrity of the school.
9. **Student Interaction:** Approach and interact with students or patrons who are disruptive, unsupervised, or in areas not designated as public spaces to ensure safety and compliance.
10. **Traffic & Pedestrian Assistance:** Assist with student arrival, dismissal, and general exterior activities. Such as, but not limited to:
 - Monitoring campus traffic
 - Placing cones in parking lots or drives
 - Providing indoor or outdoor supervision
 - Directing traffic
 - Serving as a crossing guard



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- Reviewing student parking practices & issuing tickets as necessary
 - Assisting with bus arrival and departure
 - Driving assigned security patrol vehicle
11. **Routine Patrols:** Conduct routine patrols to maintain a secure environment.
12. **Exterior Door Security:** Check and ensure all exterior doors of the school are secured and unobstructed throughout the school day.
13. **Collaboration:**
- o **Teamwork:** Meet daily with the Safety Agent and Administration to review the daily calendar and collaborate on any safety concerns.
 - o **Reporting:** Work cooperatively with staff to report problematic students to the administration.
 - o **Escort Duties:** Escort students and patrons as directed by Student Services and the school office.
14. **Other Tasks:** Perform other duties as assigned by the Director of Safety, Safety Agent, or Administration that are consistent with the general requirements and qualifications of a security position.