

JOB DESCRIPTION
Keene School District

SAFETY AND SUPPORT MONITOR
(Paraprofessional)

Purpose Statement

The job of Safety and Support Monitor was established for the purpose/s of assisting in the implementation and maintenance of an effective behavior modification program; monitoring and reporting student behavior and performance; and performing a variety of administrative duties as assigned.

This job reports to Keene High School Principal

Essential Functions

- Organizes, communicates and participates in staff duty assignments (e.g., cafeteria duty, hallway duty) for the purpose of ensuring appropriate levels of coverage in accordance with district policies.
- Monitors school buildings and premises as assigned (e.g., including but not limited to: in school suspension, after school detention, Saturday detention, study halls, cafeteria, bathrooms, parking areas, North Campus) for the purpose of maintaining district regulations and a safe and effective learning environment.
- Maintains various school-based identification systems (e.g., identification badges, parking permit assignments) for the purpose of ensuring compliance with school policies and maintaining pertinent information to ensure the appropriate individuals and vehicles are present on school grounds.
- Establishes and maintains a highly structured, but supportive environment for the purpose of providing a productive, effective and safe school environment.
- Coordinates student bus transportation oversight (e.g., schedules and participates in bus duty, communicates with transportation authorities) for the purpose of providing safe and reliable student transportation systems.
- Develops and maintains rapport with at risk students for the purpose of providing positive role modeling, building trust, and being able to serve as a resource for troubled students.
- Collaborates with internal and external parties on graduation scheduling and logistics for the purpose of having a well-organized event.
- Distributes and maintains communication devices (e.g., radios) for the purpose of monitoring and communicating issues and occurrences on school premises.
- Collects and monitors funds (e.g., senior dues, activity fees) for the purpose of providing accurate tracking and recording of the same.
- Supports teachers and/or other personnel in administering various standardized testing requirements (e.g., NWEA-MAPS; NECAP) for the purpose of ensuring testing environments in compliance with requisite district, state and national regulations, policies and procedures.

- Maintains current knowledge and understanding of district regulations related to student conduct for the purpose of meeting mandated requirements.
- Assists in maintaining an environment, which is orderly, safe and free of violence (e.g., breaking up fights, assuring doors are locked, helping in evacuations and drills, being alert for odors, such as leaking propane) for the purpose of complying with district policies and procedures and best practices.
- Communicates violations of district policy, administrative regulations and district policy to appropriate administrator for the purpose of maintaining a safe and effective learning environment.
- Assists administrators in searches of students' person, property and lockers for the purpose of complying with legal and district policies and procedures and maintaining a safe learning environment.
- Provides approval for guests at school dances for the purpose of maintaining a safe student activity.
- Operates and monitors camera system for the purpose of assisting administrators in investigations.
- Performs other related duties as assigned by administrator for the purpose of insuring the implementation of district policies and procedures.

Skills, Knowledge and Abilities

Flexibility is required in working with others and working with specific, defined processes. Ability to work with a wide diversity of individuals is also required. Specific ability-based competencies required to satisfactorily perform the functions of the job may include: learning the methods, procedures, functions and limitation of assigned duties; supervising and disciplining students according to approved policies and procedures; modeling appropriate social skills, social interaction and appearance; applying behavior modification techniques, intervening positively in, and diffusing potential confrontations among students; communicating effectively orally and in writing with students, school staff and parents; reading, interpreting and following rules, regulations, policies and procedures; establishing and maintaining effective and empathetic working relationships with others; maintaining confidentiality; Operating standard office equipment including utilizing pertinent software applications (Microsoft Office suite); Database familiarity for data entry and report generation, planning and managing projects; and preparing and maintaining accurate records.

Working Conditions

Performing this job's functions may require the following physical demands: lifting, carrying, pushing, and/or pulling; some stooping, kneeling and/or crouching. Generally the job requires 34% sitting, 33% walking, and 33% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

- High school graduate or equivalent
- Experience working with high school age students

Experience: Job related experience is desired.

FLSA Status: Non Exempt

Approval Date: 7/19/12 BG