

Job Title: Security Monitor: School Buildings
Classification: Facilities
Reports To: Building or Department Administrator

General Description: Under the direction of the Building Administrator, is responsible for applying general skills supporting the secondary educational process. This position may include, but not be limited to, the following performance responsibilities, qualifications, knowledge, skills and abilities.

Performance Responsibilities/Essential Functions:

1. Supervises the student parking lot, campus, and adjacent areas of the high school campus as directed by the school administrator.
2. Enhances the security and safety of the campus, parking lot(s) and other areas under the school jurisdiction as directed by the school administrator.
3. Communicates infractions to the appropriate school administrator.
4. Researches student discipline issues.
5. Communicates with staff regarding technology support, off-line cameras and surveillance issues.
6. Participates in student searches under the supervision of an administrator.
7. Serves on the school safety committee.
8. Participates in student discipline as requested.
9. Communicates information regarding incidents with parents as requested.
10. Assists school staff in monitoring student behavior expectations and standards.
11. Remains visible throughout the day in assigned areas of the school campus.
12. Supervises small groups of students in after school detention and Friday School.
13. Participates in new learning as determined by the district/building.
14. Performs other duties as assigned.

Qualifications:

Education and Experience:

1. High school diploma or equivalent.
2. First Aid/CPR with AED certificate.
3. Experience working with youths.
4. Blood Borne Pathogen Training, provided at time of hire.

Knowledge, Skills, and Abilities:

1. Knowledge of district and building rules and policies relating to student behavior.
2. Skills in organization, time management, flexibility and multitasking.
3. Ability to monitor multiple cameras and surveillance areas simultaneously.
4. Ability and willingness to provide security surveillance during extra-curricular events and activities as requested.
5. Ability to stand in one location for extended periods of time.
6. Ability to climb stairs and walk long distances during a regular work shift.

7. Ability to show tact and good judgment.
8. Ability to problem solve.
9. Ability to remain calm in stressful situations.
10. Ability to maintain confidentiality.
11. Ability to be punctual and a self-starter.
12. Ability to be dependable and organized.
13. Ability to maintain strict confidentiality of student information at all times, including on site, interdepartmentally, between buildings, and within the community.
14. Ability to take direction in a professional manner and follow through.
15. Ability to exercise sensitivity in dealing with individuals of diverse socio-economic backgrounds, cognitive and physical abilities as well as with individuals of diverse cultural and ethnic backgrounds.
16. Ability to maintain good working relations with co-workers, staff, students and community members.
17. Ability to follow SSD policies, procedures and protocols.
18. Ability to maintain a consistent presence at assigned work location and fulfill assigned hours.
19. Ability to provide a positive and service-oriented attitude to any and all staff, parent and community member.

Working Environment & Physical Requirements:

In terms of an 8-hour day, "Seldom" = 1-33%, "Occasionally" = 34-66%, "Frequently" = 67-100%
Seldom: sit/stand, carry up to 10lbs., push/pull, twist, bend, squat/crouch, perform repetitive arm/hand motion including fingering/pinching/gripping/keyboarding; Seldom/Occasionally: stoop, climb stairs, walk on uneven ground, reach above shoulder height; Occasionally/Frequently: lift up to 10 lbs., handle/grasp. Generally, the job requires 20% sitting, 40% walking, and 40% standing.

This job description outlines the general nature and level of work performed by employees in this role. It is not intended to describe all duties, responsibilities, or qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Revised: 03/2020; 12/2024 (ADA)