

# TUCSON UNIFIED

SCHOOL DISTRICT

**CODE: 42811**  
**UNIT: White**  
**GRADE: 3**  
**FLSA: Non-Exempt**

## **CLASSIFICATION**

CAMPUS MONITOR

## **SUMMARY**

Serves as a student support advocate. Monitors the behavior of students attending a TUSD school. Maintains order and ensures district and school policies, rules and regulations are adhered to. Working knowledge in the area of conflict resolution/mediation.

## **MINIMUM REQUIREMENTS**

Speak, read and write in English.  
Two years of experience working with youth.  
Working knowledge in the area of conflict resolution/mediation.  
Any equivalent combination of experience or training.

## **ADDITIONAL REQUIREMENTS AFTER HIRE**

FBI fingerprint background check (at employee's expense).  
Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.  
Post-offer/pre-employment physical exam (Category B) and lift test (at employee's expense).  
CPR and First Aid Certification. Certification must be maintained current during course of employment.  
Arizona Dept. of Transportation Medical Certificate *may* be required after hire.  
Department of School Safety Campus Monitor Training.

## **ESSENTIAL FUNCTIONS**

**THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.**

Monitors students' behavior in assigned areas of school such as parking lots, hallways, grounds, restrooms and lunch areas. Checks students for hall pass. Prepares referrals on students and reports misconduct to supervisor. Documents, advises Administrator and escorts unauthorized personnel off campus.

Informs supervisor of damages to school property.

Monitors parking lot. Observes and gathers information regarding vehicles cruising the area.

Diffuses threatening situations/confrontations between students. Assesses danger and calls for back-up support and assistance. Ensures order is restored and students are unharmed.

Assists administrator with student mediations.

Assists the Administrator with the appropriate action to be taken concerning threats of violence on students and assists in its implementation. Evaluates situations concerning student safety and makes recommendations for change to administration.

Monitors after school detention and tardy sweep. Monitors the before school study hall/detention room (Alternative Work Program) for students. Takes attendance and reports absentees to supervisor. Monitors students in various school areas and assists with after school activities such as athletic events.

Observes and gathers information regarding student gang related or substance abuse activities. Assists in the elimination of problems that may occur on campus by being visible and mobile.

Prepares written reports on all incidents occurring on campus for supervisory review and information.

Ensures students, staff and visitors adhere to Governing Board policies and regulations while on campus.

Refers students to assistance resources on campus as necessary.

Assists supervisor in evacuation of building during fire drills, bomb threats and other emergencies.

### **MARGINAL FUNCTIONS**

Transport students to their home or to meetings.

Determine if non-students entering campus require escorts and inquires about the nature of their visit.

May be required to respond to large-scale disturbances on other district campuses.

### **MENTAL TASKS**

Communicates. Comprehends. Perform functions from oral and written instructions.

### **PHYSICAL TASKS**

Work involves the performance of duties where physical exertion is required as a normal part of assigned duties. Assistance is available to perform unusually physically demanding tasks. Work may involve lifting and carrying objects weighing as much as 50 pounds as a regular part of the job. May require occasional lifting weights up to 75 pounds. Considerable walking, climbing, stooping, bending, reaching and sitting for considerable periods of time may be required as a normal part of the job. Employees may have minor restrictions of motion; however, the restrictions must not prohibit performance of assigned duties, and vision and hearing should be rated as acceptable to obtain the required driver's license. Verbal communicative ability may be required of public contact positions.

### **EQUIPMENT, AIDS, TOOLS, MATERIALS**

Uses office equipment such as telephone. May use radio to communicate with employees. Wears School Security apparel/uniform and specialized equipment needed to perform the essential functions.

### **WORKING CONDITIONS**

Indoor. Outdoor. Exposure to all weather/climate conditions and temperatures. Exposure to noise. Contact with employees, parents, students and the public. Potential contact with violent youth.

### **CONTROL, SUPERVISION**

None.

M: JOB 42811

Revised 11/13/97, 12/02, 8/03, 06/04, 10/04, 1/09, 11/13