

POSITION DESCRIPTION

Whiteriver Unified School District

TITLE: Campus Monitor

CONTRACT TERMS: 10 Month

SALARY CLASSIFICATION: Classified Support Schedule

GENERAL STATEMENT OF RESPONSIBILITIES:

Campus monitors will work to maintain a peaceful, safe school environment for students and staff. They will enforce district policies, school rules and regulations and assist students, parents, and staff in issues related to safety

PRINCIPAL DUTIES:

- Serves as a positive role model to ensure peace on school grounds;
- Maintains positive interactions with students, parents, visitors;
- Diffuses threatening situations & confrontations. helps with student conflict mediation;
- Monitors student behavior in assigned areas of school such as parking lots, hallways, grounds, restrooms and lunch areas;
- Reports misconduct to appropriate personnel;
- Documents and escorts unauthorized individuals off campus;
- Informs administration of vandalism and damages to school property;
- Stops vehicles from entering unauthorized parking areas;
- Observes and gathers information regarding vehicles cruising school areas;
- Assesses danger and calls for back up support if needed and informs supervisors of situations immediately;
- Documents and submits written reports concerning all critical incidents;
- Keeps documentation on all incidents occurring on school grounds;
- Submits weekly summary report to administration;
- May assist in the areas of attendance and tardiness, with clerical duties as assigned;
- Willing to work flexible hours, monitors after school or evening programs as agreed upon;
- Ensures that closed campuses are full secured, lock and open gates, hallways and locker rooms to ensure campus safety;
- Observes and gathers information regarding gang related or substance abuse activities;
- Welcomes visitors entering campus to ensure that visitors feel welcome while attending to official school business;
- Assists the principal in any other matters related to security;
- Performs other related tasks as assigned.

QUALIFICATIONS

ACCEPTABLE EDUCATION. TRAINING & EXPERIENCE:

- High school diploma or equivalent;

- Valid Arizona IVP Level One Fingerprint Card;
- Successful completion of CPR/First Aid Training;
- Prior training or experience desirable;
- Ability to communicate and work well with all children;
- Knowledge of the Apache language is desirable.

PHYSICAL REQUIREMENTS:

- None specified.

COMMITMENT & DEPENDABILITY:

- Willingness to be an integral member or a successful team;
- Dedication to provide the highest level of service;
- Adherence to policies and procedures;
- Dedicated to maintaining confidentiality;

PERFORMANCE EXPECTATIONS

TIME MANAGEMENT: Routine work with little advance planning.

STRESS MANAGEMENT: Low stress with time deadlines.

PUBLIC CONTACT: Interacts primarily with other students.

RESPONSIBILITY: Uses own initiative and judgment in performing job.

EVALUATION PROCEDURES: In accordance with provisions specified in governing board policy.

SUPERVISION RECEIVED: Principal

SUPERVISION GIVEN: None