

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title: **CAMPUS SAFETY MONITOR**
Job Family: Campus Safety
Reports to: Principal
Salary Level: Range 22
Calendar: Classified School Year

SUMMARY

Under the direction of the Principal or assigned supervisor, patrol and monitor campus activities to ensure the well-being and safety of students, staff and visitors in non-classroom activities; ensure student compliance with school and organizational rules and procedures; discourage non-students or unauthorized persons from entering school grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Patrol and supervise assigned areas of campus, ensuring students are safe, orderly, and within supervised areas; monitor lunch areas, walkways, restrooms, parking lots and adjacent areas.
- Enforce school and organizational rules, regulations and procedures; identify and report unusual, suspicious or criminal activities; prevent, discourage or break up student conflicts and fights; identify and report instances of graffiti as needed.
- Assure non-students on campus are authorized visitors and discourage non-students or unauthorized persons from entering school grounds per established procedures.
- Monitor student behavior and activity during passing periods and lunchtime; assure students arrive to class in a timely manner; escorts students to and from class as needed.
- Participate in backpack, car and clothing searches and related confiscation activities per established procedures and ensure searches are conducted while an Administrator is present as required; track and return confiscated items per established procedures.
- Direct vehicle traffic and monitor parking lots as needed.
- Maintain routine records and report related assigned activities as required.
- Operate equipment related to assigned activities; utilize and respond to calls on two-way radio; drive a district van/car/electric cart to conduct work as assigned.
- Communicate with students, administrators, faculty and staff concerning student behavior and assigned activities; report incidents involving students, personnel and the public to appropriate staff or administrator.
- Assist with monitoring extra-curricular activities as assigned within regularly schedule hours and on a voluntary basis outside of regular hours.

Other Duties:

- Perform related duties as assigned.
- Perform basic first aid as needed.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

Knowledge of:

- Basic methods of individual and group supervision.
- Basic interests, attitudes and emotional development of adolescents.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Ability to:

- Patrol and supervise campus activities to ensure the well-being and safety of students, staff and visitors in non-classroom activities.
- Assure student compliance with school and organizational policies, rules and regulations.
- Identify occurrences of property damage and suspicious or criminal activity.
- Learn, interpret, apply and explain rules and regulations.
- Prevent or break up student conflicts and fights.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Maintain routine records related to assigned activities.
- Determine appropriate action within clearly defined guidelines.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.

Desired Qualifications:

- Valid First Aid and CPR certification issued by an authorized agency.

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor environment.
- Seasonal heat and cold or adverse weather conditions.

Physical Demands:

- Standing and walking for extended periods of time.
- Seeing to monitor student activities.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to perform duties.

Hazards:

- Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.
- Exposure to bodily fluids and other blood borne pathogens.
- Contact with dissatisfied or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA  DATE 6-12-15

DISTRICT  DATE 6/12/10

Board Approved: May 24, 2018