
| | | | |
|---------------------------------|----------------------------|-------------------------|----------------|
| Position: | Campus Monitor I | FLSA: | Non-Exempt |
| Department/Site: | Varies | Salary Grade: | 100 |
| Reports to/Evaluated by: | School Principal or Deputy | Salary Schedule: | Non-Operations |

SUMMARY

Under direct supervision, assists students and supervises students conduct to ensure a safe environment for students and teachers. Work is performed using specific guidelines and procedures. Incumbent works independently in an unstructured setting either indoors or outside on school grounds to enforce school regulations. Interactions may be confrontational and have some degree of risk in order to control use of alcohol or drugs and carrying of weapons. Incumbent is required to control student behavior and monitor non-students on the premises.

DISTINGUISHING CAREER FEATURES

This is an entry level position. May advance to Campus Monitor II at District High School. Advancement on other career ladders requiring experience working with children is possible but will depend on the incumbents education and experience background.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Observes and controls behavior of students according to approved procedures. Assists in maintaining order among children on the school grounds during recess and lunch periods and in the cafeteria.
- May work with staff to oversee sports or games for the students during recess.
- Monitors assigned area to assist students and to resolve minor problems. Assists student helpers in cafeteria by providing work direction and guidance.
- Insures the safety of the students. May administer first aid to or monitor injured students until health care staff are available.
- Directs movement of students in an orderly manner. Assists students in developing and observing acceptable rules of conduct.
- Assists in cafeteria as needed including setting up serving lines, mopping and cleaning.
- Maintains records as assigned.
- Performs other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Must have a working of District and site policies, procedures and regulations regarding appropriate student behavior on grounds or in facilities. Must understand basic security and safety procedures. Requires knowledge of student behavior and the techniques for supervising students in unstructured settings. Must have sufficient interpersonal skills sufficient to deal with normal and possibly confrontational situations. Requires report writing and record keeping skills.

Abilities: Must be able to assess situations, interpret student behavior and apply appropriate measures to enforce school regulations. Requires the ability to diffuse situations calmly and with authority. Must be able to work independently in carrying out the duties of the position. Must be able to prepare reports and maintain records of problems or situations which required intervention.

Physical Abilities: Requires extended walking and standing. May require arm, hand, finger dexterity to operate keyboard or typewriter to prepare reports. Requires speaking and hearing ability sufficient to carry on routine conversations. Requires sufficient visual acuity to read words and numbers and observe movement at medium distances.

Working Conditions: Work is performed outside, and may require exposure to inclement weather. May be exposed to hostile or threatening or confrontational situations.

Education and Experience: High School Diploma, or G.E.D. Certificate; supplemented by some experience working with children in structured or unstructured settings is required, such as Campus Monitor I at elementary or junior high school. Any equivalent combination of education, training and experience.

Credential Requirements May require valid Driver's License.