

## **CLOVIS UNIFIED SCHOOL DISTRICT**

**Job Description: Campus Monitor II**

**Salary Grade: 02**

**Salary Schedule: Non-Operations**

**Department: Varies**

**Reports to/Evaluated by: School Principal or Deputy**

**FLSA: Non-Exempt**

### **SUMMARY**

Under general supervision, a Campus Monitor II assists and supervises students on assigned intermediate or high school campuses to ensure a safe environment for students and teachers. The incumbent works independently in an unstructured setting, both indoors and outdoors on school grounds, to enforce school regulations. This position may involve confrontational situations with some degree of risk, such as controlling the use of alcohol or drugs and the carrying of weapons. A Campus Monitor II is required to control student behavior and monitor non-students on the premises. This is an entry-level position, but advancement on career ladders requiring experience with children is possible depending on the incumbent's education and experience. Advancement to security or police positions is also possible.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Observes and controls the behavior of students according to approved procedures.
- Assists in maintaining order among students on school grounds during breaks, lunch periods, and in the cafeteria.
- Monitors assigned areas to assist students and resolve minor problems.
- Assists student helpers in the cafeteria by providing work direction and guidance.
- Monitors high school campuses, parking lots, adjacent areas, and other facilities to discourage loitering, harassment, improper behavior, property damage, and theft.
- Discourages injurious weapons and objects from being brought on campus and discourages consumption of alcohol, illegal drug use, and other improper conduct.
- Monitors campus parking and traffic regulations.
- Prepares reports and maintains records regarding any problems or occurrences at the school site.
- Coordinates with school and local law enforcement on illicit activities on school grounds.
- Directs the movement of students in an orderly manner and encourages loitering students to return to class.

Campus Monitor II

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- Encourages non-students to leave the school premises.
- Assists students in developing and observing acceptable rules of conduct.
- Coordinates reading and math testing for new admits.
- Assists in the cafeteria as needed, including setting up serving lines, mopping, and cleaning.
- Participates in in-service training programs.
- Performs other related duties and responsibilities as required.

## **QUALIFICATIONS**

- Knowledge of:
  - District and site policies, procedures, and regulations regarding appropriate student behavior on grounds or in facilities.
  - Basic security and safety procedures.
  - Student behavior and techniques for supervising students in unstructured settings.
  - Interpersonal skills sufficient to deal with normal and possibly confrontational situations.
  - Report writing and record keeping skills.
- Ability to:
  - Assess situations, interpret student behavior, and apply appropriate measures to enforce school regulations.
  - Diffuse situations calmly and with authority.
  - Work independently in carrying out the duties of the position.
  - Prepare reports and maintain records of problems or situations that required intervention.
- Education and Experience:
  - A high school diploma or G.E.D. Certificate is required.
  - Some experience working with children in structured or unstructured settings is required, such as Campus Monitor I at an elementary or junior high school.
  - Any equivalent combination of education, training, and experience is acceptable.
- Working Conditions:
  - Work is performed outside and may require exposure to inclement weather.
  - May be exposed to hostile, threatening, or confrontational situations.

- Requires extended walking and standing.
- May require arm, hand, and finger dexterity to operate a 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.