



OFFICE OF PERSONNEL

SCHOOL SAFETY MONITOR

Job Description

Distinguishing Features of the Class:

This is a School District position that involves responsibility to patrol hallways, restrooms, stairwells and the surrounding school property to protect persons and property and to enforce school rules, with the intent to provide security of persons and property while improving the atmosphere for student learning in the School District. This work also involves establishing a rapport with students in order to assist them or refer them to someone on the professional staff who can help them. The work is performed collaboratively with School Resource Officers, under the direction of the School Principal, with leeway allowed for exercise of independent judgment in carrying out assignments.

Typical Work Activities:

- Works collaboratively with School Resource Officers;
- Patrols hallways, stairwells, restrooms, gateways, and surrounding school property;
- Questions persons on school premises who are not students or staff and advises them regarding rules for visiting the buildings, either directing them to the proper office or asking them to leave school property;
- Reports to principal regarding problems, incidents and conditions effecting security;
- Interacts with and develops a rapport with students in order to assist them or refer them to someone on the professional staff who can help them;
- Advises teachers, counselors or principal about potential or actual student problems concerning missed classes, truancy from school, disciplinary problems or other school or personal problems;
- May supervise the loading and unloading of busses;
- Participates in the development and implementation of district security plans;

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Experience working with and ability to make connections with students; ability to exercise sound judgment in carrying out duties; ability to communicate well orally and in writing; ability to understand and carryout written and oral directions; ability to work well as a team member.

Minimum Qualifications:

- a) Proof of Completion of High School requirements; and a minimum of two years of experience working with children/adolescents;
- b) Experience in law enforcement or security, preferred