



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
Campus Safety Monitor	School Based	Principal

<b>Position No:</b> 79039	<b>Length of Work Year:</b> 183 days
<b>Salary Schedule:</b> CWHM	<b>Date Approved:</b> 6/28/05
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 3/12/19

<b>JOB GOAL</b>
To assist in maintaining order, discipline, safety, and security on the assigned school campus.

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. High School diploma or equivalent.</li> <li>2. Good public relations skills.</li> <li>3. Knowledge of rules of student conduct.</li> <li>4. Ability to perform the functions of the position.</li> <li>5. Experience in a law enforcement related field preferred.</li> <li>6. First Aid and CPR Certified (recommended).</li> </ol>
<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. To monitor the presence of visitors on campus, assuring that they are only in approved areas of the school and guide them to the appropriate campus location.</li> <li>2. To monitor all vehicles that come on campus.</li> <li>3. To assist in the supervision of students in open areas of the campus.</li> <li>4. To assist administration and deans in responding to requests for student removal from class.</li> <li>5. To patrol and monitor the school's inner campus, and perimeter (parking lot and grounds) for problems or issues. Close and lock gates and doors.</li> <li>6. To work closely with the school resource officer/deputy regarding campus activities and security.</li> <li>7. To check anyone trespassing and report them to the school resource officer/deputy and administration.</li> <li>8. To work with school administration to secure and lock down the campus during emergencies.</li> <li>9. To assist all administrators when needed or called upon.</li> <li>10. To assist in getting students and staff on campus in the morning and off campus at dismissal.</li> <li>11. To assist with school bus area supervision before and after school.</li> <li>12. To make tours/patrols of the school's inner campus, including the perimeter and grounds, to ensure that school and district policies are enforced and to identify and respond to potential safety concerns.</li> <li>13. To establish and maintain good rapport with students.</li> <li>14. To establish and maintain good rapport with all staff and administration.</li> <li>15. To follow all school board policies.</li> <li>16. To exhibit good judgment and initiative in emergency situations.</li> <li>17. To attend all school safety committee meetings.</li> <li>18. To perform assigned tasks in a timely and efficient manner.</li> <li>19. To perform assigned tasks with a high standard of quality.</li> <li>20. To perform other duties as assigned by the Principal.</li> </ol>

**PHYSICAL DEMAND CLASS:**

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.