



## JOB DESCRIPTION

<b>POSITION TITLE: Campus Monitor</b>
<b>DEPARTMENT: Safety and Security</b>
<b>WORK DAYS: 180 Employee-at-Will</b>
<b>FLSA Status: Non Exempt</b>
<b>REPORTS TO: Director of Safety and Security</b>
<b>SALARY: \$15/ HR 8 HRS PER DAY (180 DAYS)</b>

### REQUIREMENTS:

<ul style="list-style-type: none"> <li>● Education:high school diploma or GED required</li> </ul>
<ul style="list-style-type: none"> <li>● Experience, 4 years of successful work experience to include a minimum of 1 year working with students</li> </ul>
<ul style="list-style-type: none"> <li>● Physical activities: routine physical activities that are required to fulfill job responsibilities are standing, walking, stooping/bending, reaching, kneeling, pushing/pulling motion, crouching/crawling, climbing and exerting up to 35 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.</li> </ul>
<ul style="list-style-type: none"> <li>● Knowledge , Skills and Abilities: Ability to follow oral and written instructions</li> </ul>
<ul style="list-style-type: none"> <li>● Possess a valid Georgia State driver's license</li> </ul>

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

<ul style="list-style-type: none"> <li>● To assist in the monitoring of the campus.</li> </ul>
<ul style="list-style-type: none"> <li>● To support the security efforts at each campus. Majority of contact is with students and school employees within different departments utilizing communication skills requiring tact and courtesy to give or receive information directly related to performing the job.</li> </ul>
<ul style="list-style-type: none"> <li>● Physically patrol and monitor all campus buildings and grounds</li> </ul>
<ul style="list-style-type: none"> <li>● Visually observe student behavior on school property.</li> </ul>
<ul style="list-style-type: none"> <li>● Stop and question all students not in class during class time.</li> </ul>
<ul style="list-style-type: none"> <li>● Report to administration, students who are in the hallways during class time.</li> </ul>
<ul style="list-style-type: none"> <li>● Report any safety or security problems or serious disturbances to SRO or Director of Safety and Security.</li> </ul>
<ul style="list-style-type: none"> <li>● Maintain a daily log of activities when monitoring campuses</li> </ul>
<ul style="list-style-type: none"> <li>● Determine the reason for the presence of outsiders on campuses.</li> </ul>
<ul style="list-style-type: none"> <li>● Monitor parking lots and student gathering areas.</li> </ul>
<ul style="list-style-type: none"> <li>● Participate successfully in required training opportunities offered to increase the individual's skills and proficiency related to the assignment to include cultural diversity, conflict resolution, and sensitivity training and other trainings as assigned..</li> </ul>
<ul style="list-style-type: none"> <li>● Review current developments, literature and technical sources of information related to job responsibilities.</li> </ul>
<ul style="list-style-type: none"> <li>● Complete the annual District required in-service training.</li> </ul>
<ul style="list-style-type: none"> <li>● Ensure adherence to safety rules and procedures.</li> </ul>
<ul style="list-style-type: none"> <li>● Follow federal and state laws, as well as local school board policies.</li> </ul>
<ul style="list-style-type: none"> <li>● Perform other duties as assigned by the Director of Safety and Security</li> </ul>

