
CAMPUS MONITOR

BASIC FUNCTION:

Under general supervision, assists in maintaining standards of student discipline at assigned schools and programs. Patrols the school grounds, identifying potential problems regarding welfare, safety and/or security of students, personnel, visitors and/or the site; maintains safety on campus by enforcing visitor rules and student disciplinary policies/regulations; intervenes as necessary for safety and control; reports unauthorized activities to appropriate supervisory personnel; performs related work as required.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Monitors school facilities (e.g. grounds, buildings, adjacent areas, parking lots, lunch time activities, vehicle registration, etc.) for the purpose of providing visibility, maintaining security and deterring crime;
- Supervises students in non-classroom areas including halls, bus stops and parking lots;
- Patrols hallways, rest rooms and other areas where students gather in order to observe student behavior and prevent violations and unsafe activities;
- Responds to emergency situations (e.g. fights, injury, etc.) for the purpose of addressing immediate safety concerns;
- Tactfully and diplomatically deals with potential misconduct by students;
- If other means of redirection are not successful, may restrain students for the purpose of ensuring their own safety and the safety of others;
- May direct students and others and take action, as necessary, to prevent injury to persons or damage to property;
- Reports unauthorized activities to appropriate authority;
- Unlocks and locks gates, hallway doors or bathrooms as assigned;
- Reports graffiti and/or vandalism;
- Completes necessary written reports as requested by the site administrator;
- Provides information to school visitors and directs them to proper offices;
- Operates and responds to calls on a two way radio;
- Prepares and maintains various logs, records, and reports related to daily activities, events and/or incidents.

OTHER DUTIES:

- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Ability to establish effective working relationships with students, school staff and the public;
- Ability to communicate effectively with students and adults;
- Ability to deal tactfully and effectively with students and adults;
- Ability to follow oral and written instructions;
- Ability to work independently and make minor decisions within the framework of established guidelines;
- Ability to remain calm in stressful situations;
- Ability to assess and diffuse tense situations.

EDUCATION AND EXPERIENCE:

- Any combination of experience and training which provides the applicant with the knowledge, skills and ability required to perform the job duties.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor school environment;
- Significant distractions;
- Exposure to seasonal hot and cold weather;
- Continuous contact with students and staff;
- Contact with dissatisfied individuals.

PHYSICAL DEMANDS:

(WITH OR WITHOUT THE USE OF AIDS)

- Mobility and stamina to walk for a major portion of the work shift;
- Sufficient vision to read printed materials;
- Sufficient hearing to hear normal and telephone conversation;
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation;
- Manual dexterity to write and operate business machines;
- Sufficient physical ability to restrain students of varying weights as necessary.

HAZARDS:

- Possible confrontations with students and other individuals.

Board Approved 11/08/17

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

THE AUBURN UNION SCHOOL DISTRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.
