

**JOB TITLE:**                   **CAMPUS SAFETY MONITOR  
ALTERNATIVE EDUCATION**

**REPORTS TO:**               School Principal

**POSITION PURPOSE:**

Assures that the school building and grounds are maintained as positive, safe learning and working environments for students, school staff, parents and visitors. Is active in monitoring the school site and addressing challenges, problems and emergencies in both a preventative and responsive manner. Protects the occupants and maintains the secure and appropriate climate necessary for education. Is expected to behave in a manner that will significantly contribute to the feeling of order and the general attitude of confidence in the dedication that all schools be as accident, drug, alcohol, weapons, violence, and conflict free as is possible.

**NATURE & SCOPE:**

This position is subject to board policies, administrative rules and procedures, department regulations and applicable State and Federal statutes. This position carries no administrative authority or responsibility.

**ESSENTIAL JOB FUNCTIONS:**

1. Assists in promoting positive environment in school neighborhood.
2. Assists school personnel, as requested, to:
  - a. promote behavioral and academic success;
  - b. implement consistent discipline;
  - c. address student risk factors such as substance abuse, gang affiliation, probation violations, truancy, etc.
3. Be available to handle or assist in stopping fights, resolving conflicts, and assisting with similar situations. Assists other staff with classroom disturbances. Makes necessary referrals to the Police liaison for the school.
4. Diffuses "out of control" situations and students using approved methods and calls police when necessary.
5. Reports immediately to the designated police liaison and School Administration all criminal activity or rumor of such activity that could possibly endanger the safety and welfare of students and staff.
6. Patrols the building and parking lot, assists in controlling student movement and behavior during transitions, arrival and departure.
7. Follows a schedule established by the School Administration and submits a detailed report regarding student interventions and community agency interactions.

8. Monitors all persons who enter the building. Directs persons to leave campus who attempt to enter without authorized business or purpose. Intervenes when parents or other nonschool personnel become unruly.
9. Observes students who leave the building without permission to insure the student's safety, protect property, and notify the necessary adults or community agencies that the student has left the building.
10. On a regularly scheduled basis, confers with the School Administrator about activities, problems, recommendations, etc.
11. Performs other reasonably related duties as assigned.

**WORKING CONDITIONS:**

Work is performed in a special education environment; involves continuous strenuous efforts such as physically intervening with other trained staff with students weighing in excess of 180 pounds; may involve exposure to contagious diseases, abusive students and other adverse conditions.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Effective verbal and written communication skills with student, staff and parents.
- Exercises careful judgment, diplomacy and tact in the performance of all duties.
- Ability to make sound emergency or crisis decisions and effectively work with students in a high stress environment.
- Must be in good physical condition in order to be prepared to meet any strenuous situation demanding their official attention.

**EDUCATION AND EXPERIENCE:**

High school diploma, or G.E.D. and experience working with youth, adolescents or young adults with severe behavior disorders or college training in law enforcement or social services preferred or training received through the Bureau of Police Standards and Practices.

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.