



David Douglas School District #40

Classified - Job Description

CAMPUS SECURITY MONITOR III

Schedule: 12 months per year
Class: 17

POSITION PURPOSE

To patrol school property, ensure school security and pupil safety; monitor student behavior; and control and report violations of campus policies and behavioral standards

NATURE AND SCOPE OF RESPONSIBILITIES

- Supervise students in the halls and on the school grounds during the student day
- Patrol halls, school grounds, and other areas designated by the principal
- Supervise assigned extra curricular events such as games, concerts, dances and other events, which may occur after school hours
- Report to principal/vice principal any student infractions of the school code of conduct
- Be available to handle or assist in stopping fights, resolving conflicts and similar problem situations
- Make necessary referrals to the administration
- Approach all strangers who are on campus without authorized business or purpose and notify the administration of any trespassers
- Regularly confer with the administration about activities and problems and make recommendations for solutions
- Maintain records of events that occur
- Maintain communication radios, install batteries, send out for repair
- Maintain first aid kits and supplies; check fire exit signs and make an end-of-the-year inspection of school facilities and recommendations for repair and/or adjustment
- Oversee placement of security personnel during the school day and for special circumstances such as athletic contests, activities, fire/safety drills etc.
- Function as the liaison between security and building administrators
- Work with school resource officers during investigations
- Act as lead on security issues when administrators are unavailable
- Keep track of the distribution of comp. time for all security
- Oversee Fir Ridge security personnel
- Work in the summer to oversee and support summer school security
- Perform other duties, as assigned by the principal.

LIMITS OF AUTHORITY

This assistant will take no disciplinary action. When students misbehave or are in violation of school policy, this assistant will: request the student to return to the proper place, assume appropriate behavior, and/or notify the administration.

QUALIFICATIONS

- High School diploma or equivalent
- First Aid card desirable
- Hold or be eligible for and obtain an unarmed private security license from Department of Public Safety Standards and Training
- Knowledge of school operations and personnel
- Ability to exercise sound judgment in handling sensitive and confrontational situations

QUALIFICATIONS (cont.)

- Awareness of student behavior, gang identification symbols and language
- Ability to investigate situations involving students and take preventative or corrective action.
- Ability to work harmoniously with others, to project a pleasant manner, and to communicate appropriately and effectively, both orally and in writing, with students, parents, and staff
- Ability to maintain a high level of ethical behavior and confidentiality of information regarding students and staff
- Fluency in a second language preferred

ESSENTIAL PHYSICAL REQUIREMENTS

High degree of physical stamina. Ability to move freely (walking and running) to various locations around the campus. Frequent standing, walking, and bending; occasional running. Exposure to noise and activity of a school setting; exposure to outdoor weather conditions.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.