



DAVID DOUGLAS SCHOOL DISTRICT #40 JOB DESCRIPTION

CAMPUS MONITOR I

Schedule: 6 hours per day / 9 months per year / About 182 days per year
Class: 11 hour

POSITION PURPOSE

To patrol school property, observe student behavior and control and report violations of campus policies and behavioral standards.

NATURE AND SCOPE OF RESPONSIBILITIES

- Campus Monitors 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 extracurricular events such as games, meets and concerts
- 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
- Perform other duties, as assigned

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
- Knowledge of school operations and personnel
- Ability to exercise sound judgment in handling sensitive and confrontational situations
- Awareness of student behavior, gang identification symbols and language
- 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
- Fluent in Spanish 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.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. Bi-Lingual candidate preferred.