

MENDOTA UNIFIED SCHOOL DISTRICT

Position: Campus Monitor
Department: Varies
Reports To: School Principal or Site Supervisor

FLSA: Non-Exempt
Classified

This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

GENERAL DESCRIPTION

The Campus Monitor will, under general supervision of the Site Principal, assist in supervising and monitoring student conduct. The Campus Monitor will work to cultivate excellence through providing a safe and secure learning and work environment. Work is performed using specific guidelines and procedures. Incumbent works independently in an unstructured setting either indoors or outside on school grounds to enforce school regulations. Interactions may be confrontational and have some degree of risk in order to control student's behavior and monitor non-students on the premises.

ESSENTIAL DUTIES:

- Monitors school campus, parking lots, adjacent areas and other facilities to discourage loitering, harassment, improper behavior, property damage and theft.
- Assist with student attendance and truancy prevention
- Prepares reports and maintains records regarding any problem or occurrences at school site.
- Observes and controls behavior of students according to approved procedures, assisting in maintaining order among students on the school grounds
- Assists students in developing and observing acceptable rules of conduct.
- Establish rapport with faculty and students in order to gain their trust and confidence; inform students of acceptable school behavior.
- Provides general supervision of students outside of class and remain alert to problems likely to disrupt the educational process or be physically injurious to persons or property.
- Intervene in situations likely to result in disruption or injury and direct students to refrain from such conduct.
- Intercept non-students who come on campus during school hours and direct them either report to the office or leave campus; notify the school administration immediately if a non-student fails to comply, returns again after departing, or otherwise creates a problem.
- Escort students to the school administration in cases of serious or repeated violations.
- Transport students home under special circumstances
- Assist in stopping student fights and other potentially dangerous situations.
- Complete necessary written reports accurately using modern office machines, and serve as a witness in student conferences, disciplinary hearing/proceedings, and legal hearing/proceedings.
- Attend meetings related to assignment
- Assist law enforcement officers in working with students.
- Supervise extra-curricular activities.
- Perform other related duties as assigned by the supervisor.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent
- Possession of a valid California Motor Vehicle License (Class "C").

- Should possess the personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Must have a working knowledge of District and site policies, procedures and regulations regarding appropriate student behavior on grounds or in facilities.
- Must understand basic security and safety procedures.
- Requires knowledge of student behavior and the techniques for supervising students in unstructured settings.
- Must have sufficient interpersonal skills sufficient to deal with normal and possibly confrontational situations.
- Requires report writing and record keeping skills.

ABILITY TO:

- Must be able to assess situations, interpret student behavior and apply appropriate measures to enforce school regulations.
- Requires the ability to diffuse situations calmly and with authority.
- Must be able to work independently in carrying out the duties of the position.
- Must be able to prepare reports and maintain records of problems or situations which required intervention.
- Must be able to follow directions; communicate effectively in oral and written format with students and adults; write clearly and concisely in English; relate well with high school students who may be high risk, unmotivated, and disruptive; maintain cooperative relationships with faculty and other adults

WORKING CONDITIONS:

ENVIRONMENT

- Work is performed indoors and outdoors and may require exposure to inclement weather.

PHYSICAL DEMANDS

- May be exposed to hostile or threatening or confrontational situations.
- Requires extended walking and standing.
- May require arm, hand, and finger dexterity to operate keyboard or typewriter to prepare reports.
- Requires speaking and hearing ability sufficient to carry on routine conversations.
- Requires sufficient visual acuity to read words and numbers and observe movement at medium distances.

Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.