



District Safety Monitor - Part Time

FLSA Status:
Non-Exempt

Qualifications:

Training and experience in public safety, emergency response, security and/or student supervision preferred. Must have ability to lift 70 lbs. to shoulder height occasionally, ability to climb stairs on a regular basis, and ability to watch camera monitors daily.

Clearances:
Criminal Justice
Fingerprint/Background Clearance

Support Staff Salary Schedule:
Range 16

Reports to

Executive Director of Operations

Terms of Employment

202 days, 4 hours per day, with benefits according to Board policy

Purpose Statement

The job of District Safety Monitor is done for the purpose of greeting and directing visitors, supervising students and visitors, responding to inquiries from staff, the public, parents, students, etc. by providing appropriate information and/or referral to other parties, implementing campus safety protocols, and providing general clerical support.

Essential Job Functions

- Provides supervision of students and visitors for the purpose of maintaining school safety. Student and visitor supervision may occur before or after school and during the school day. Supervision responsibilities may require attendance at evening activities when needed.
- Receives and distribute items to the appropriate site (e.g. special delivery and overnight mail/packages, messages, application packets, etc.) for the purpose of ensuring receipts to addressee.
- Greets individuals entering the building (visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries and/or directing individuals to appropriate location in accordance with established building security procedures.
- Patrols and monitors assigned areas of school buildings, grounds and parking lots to deter, detect, report and stop violations of the law and/or school board policies.
- Maintains and updates building information and contact lists (schedules, staff directories, emergency contacts, etc.) for the purpose of providing reference information. Maintains security logs and reports.
- Monitors, and is the first contact person for fire, tornado, security alerts and emergency alarms for the

purpose of maintaining a safe environment.

- Monitors district video surveillance system and access control system for the purpose of maintaining school safety.
- Responds to safety alerts and providing appropriate support for safety and security situations.
- Supervises and directs pupil and visitor movement.
- Detects, investigates and reports unauthorized or suspicious persons, vehicles and activities.
- Attends school safety meetings and assist with safety-related presentations.
- Other duties as assigned such as attending training, supervising evening or weekend activities, submitting report as required by supervisor.
- Assists with the implementation of emergency drills, exercises and events.
- Notifies the administrative staff, police, fire department or other appropriate authorities of security and emergency situations.
- Consistent and regular attendance is an essential function of this position.
- Required to use Time Clocking system for clocking in and out each day scheduled to work. Clocking must reflect true time worked.
- Ability to work to implement the vision, mission and values of the district.

Essential Job Functions

- Demonstrates professionalism and appropriate judgment in behavior, speech, dress and appropriate professional manner for the work setting.
- Demonstrates the proper use and care of tools.
- Works overtime as directed.
- Attends meetings as directed.
- Adheres to all district rules, regulations and policies.
- Performs other duties as required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet change job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar/punctuation/spelling/vocabulary; and telephone etiquette.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communication with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

Physical Demands

Regularly walking, hearing and speaking, some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Being able to communicate in noisy environments, have close moderate and distance vision ability, must have the ability to lift 70 pounds to shoulder height occasionally. Generally the job requires 10% sitting, 50% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Conditions and Environment

Employee will be required to regularly work inside and outside, which may involve inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees. The noise level could be occasionally loud.