

## **SCHOOL SECURITY MONITOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for monitoring students and for checking and maintaining security of public school buildings, grounds and parking lots. Employees in this class are responsible to notify school administrators of unusual incidents. This position differs from that of School Monitor in that it involves the additional responsibility for maintaining order and security throughout the building and grounds. . Employees of this class assist the building principal in the leading of school lunch monitors. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Walks through buildings and checks hallways, gymnasiums, locker rooms and

bathrooms to maintain order;

Oversees students and maintains order in hallways when passing between classes, in

locker rooms and on premises;

Escorts tardy students to classroom or office;

Checks entrances and exits to building to ensure that doors are closed and locked,

where and when appropriate;

Identifies trespassers and asks people who are trespassing on property to leave;

Checks parking lots for unauthorized and unregistered vehicles;

Checks perimeters of buildings for property damage and hazardous conditions;

Checks entrances, windows, hallways, stairwells, basements and facilities for unlawful

behavior, fire hazards, locked doors and lighting problems;

Clears public from buildings after closing hours;

May break up students fighting.

Works with the building principal and school lunch monitors to establish protocols and

procedures during school lunch periods

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of security and safety practices and procedures;

Working knowledge of school district buildings, grounds and facilities;

Ability to get along well with students and command their respect;

Ability to oversee and monitor students;

Ability to exercise good judgment and remain decisive in emergency and stressful situations;

Ability to understand and carry out oral and written directions;

Ability to detect fire hazards;

Ability to lead and work collaboratively with school lunch monitors;

Good judgment;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None