

Campus Safety Monitor

General Statement of Duties

Under general supervision, monitors a school campus and immediately adjacent areas for the purpose of encouraging proper student behavior, maintaining school security and student safety; monitoring visitor activities, and assisting school administrators in the supervision of students on and off the campus and to do other related work as required.

Distinguishing Features of the Class

The Campus Safety Monitor is a student support position, integral to helping establish and maintain a positive, respectful and safe learning environment for all students. This position supports the building by performing assigned routine tasks which involve responsibility for supervising the behavior of students in a variety of school related activities and settings. These activities may include any of the following: guides student movement, supervises students in hallways, restrooms, cafeteria, on outside premises and playgrounds, in locker rooms and outer restrooms. The work involves establishing rapport with students in order to assist them with their problems or refer them to someone on the professional staff. This position differs from that of School Monitor in that the work performed involves more complex and responsible duties requiring greater tact and involvement with students. The work is performed under general supervision from a Principal, Assistant Principal, Dean of Students, School Safety Officer, or other professional employee. Does related work as required.

Essential Duties and Responsibilities

- Establishes a caring, respectful rapport with students of differing abilities and backgrounds;
- Recognizes and reinforces positive student behavior including student compliance when students are redirected;
- Provides constant student supervision on and off campus during school day and in after school settings;
- Monitors school campus including but not limited to hallways, stairwells, entrances, restrooms, cafeteria, and all common areas as assigned;
- Monitors campus during school hours providing general supervision of students outside of class and in smaller settings and remains alert for problems likely to disrupt the education process or be unsafe for people or damaging to property;
- Verify reason students are out of class during class time; intervenes, as needed, with the goal of returning students to class quickly;
- Verify students and non-students who are entering or leaving campus;
- Develops rapport with students in order to act as a sounding board for them so they have an "immediate" someone they can talk to about their concerns, and assists them or refers them to someone who can help them on the professional staff;
- Remains attuned to, and reports unusual situations to administration and other staff as assigned paying particular attention to students who may need additional support;
- Addresses problematic behavior in a calm and non-confrontational manner using a continuum of responses starting with the least severe intervention to achieve the desired correction;
- Diffuses anger and aggression of students in crisis, disengages when unsafe and seeks support of administration and School Safety Officers, as necessary;

- In accordance with training and best practices, intervenes in situations likely to result in disruption or injury;
- Provides information to administration in investigations of incidents involving students;
- Attends school activities both on and off campus, as directed, and assists faculty with supervision;
- Performs other duties as assigned

Full Performance Knowledge, Skills, Abilities and Personal Characteristics

- Working knowledge of the problems of student-aged population;
- Working knowledge of methods for managing non-compliance, defusing and de-escalating conflicts, resolving minor disputes, especially in student-aged population;
- Ability to relate to, get along with and command the respect of students through employing excellent interpersonal skills, ability to be tactful;
- Ability to perform the actions necessary to maintain order and insure protection of students and staff;
- Ability to articulate the problems and concerns of students to the professional and administrative staff in the school
- Ability to understand, carry out and give oral directions
- Good skills of observation and analyzing situations
- Ability to maintain cooperative working relationships
- Ability to exercise sound judgment in carrying out duties
- Understands the value of receiving an education and ability to transmit this knowledge to students;
- Physical condition commensurate with the demands of the position.

Education and Experience

Education required: High school diploma or equivalency;

One (1) year experience in working with student-aged individuals in youth service work, recreation, education or any other activity involving service to youth.

Special Requirements: A valid NYS Driver's License which must be presented at the time of appointment and maintained during employment.

Adopted 3/8/2022