

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Campus Monitor	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Aide-Paraprofessional)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	0944	<b>WORK YEAR:</b>	10 Months
<b>DEPARTMENT:</b>	Assigned Location	<b>SALARY:</b>	Range 34 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	12-15-92
		<b>BOARD REVISION:</b>	03-01-94
		<b>HR REVISION:</b>	04-26-12

**BASIC FUNCTION:**

Perform intensive student supervision duties; supervise and monitor the behavior of students and school visitors according to approved procedures; assist in the maintenance of an orderly and safe campus.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Perform intensive student supervision duties; supervise and monitor the behavior of students and school visitors according to approved procedures; assist in the maintenance of an orderly and safe campus. **E**

Maintain a high degree of visibility by patrolling in and around immediate perimeters of the school campus and assigned areas that students occupy, pass, or congregate; avoid patterning or predictability when patrolling; engage students and adults in assigned area activity. **E**

Provide a secure environment for students and staff by encouraging students to maintain order and cooperate with staff at all times; intervene in altercations, either physical or verbal, utilizing the least physical method; assist other staff in crowd control activities. **E**

Maintain a high degree of courtesy and respect for students, staff, and the public by interacting in a professional and controlled manner at all times, remaining neutral as possible in a dispute, being a role model of professionalism for students; report all incidents to assigned supervisor so that a record of what transpired is available. **E**

Monitor and report any unusual or strange behavior or events to security team and/or supervisors by interviewing students or individuals not in assigned areas, questioning strangers in the school building or on campus, reporting information in a timely manner, and providing eyewitness information. **E**

Direct tardy students to report to the appropriate school office or class; intercept non-students who enter the school campus during school hours, and direct them to either report to the school office or leave the campus; notify assigned supervisor immediately if a non-student fails to comply, returns after being directed to leave, or otherwise represents a threat to a safe and orderly campus. **E**

Escort students to assigned locations for disciplinary action, to and from administrative offices when requested, and during student passing periods when assigned; escort visitors within the school building when necessary and outside the school building when requested; escort parents or other staff to and from locations when assigned. **E**

Assist law enforcement officers on campus, and identify student-related criminal activity; monitor the campus for signs of gang activity; testify when called by assigned supervisor or administrator regarding criminal activities on the school campus; identify physical impairments around the school building or campus that would impede safety or security. **E**

Provide emergency, fire drill, and/or evacuation procedures when necessary; maintain a high level of expertise in existing emergency procedures, and train in new procedures; assist injured or violated students or other persons in the building, and provide timely and appropriate emergency assistance; determine appropriate action toward destroyed or violated property. **E**

Assist other staff in monitoring student behavior during after-school activities; monitor buses for special needs students, and assist with special needs student activities; inform administration of late buses; observe classrooms when requested. **E**

Monitor after-school areas during activities; assist students to after-school activities when necessary; remove students when an infraction has occurred; escort persons who have been violated; notify emergency personnel or police when necessary; notify the security team of violations or emergencies. **E**

Complete clear and concise descriptive reports of incidents, problems, students, or situations that required intervention, and serve as a witness in student conferences, disciplinary hearings, or other district proceedings; report all incidents in a timely manner. **E**

Enforce and observe all school district policies, procedures, and state statutes at all times; assist staff by explaining school and district rules to students and parents; establish a working relationship with staff and students in order to gain their trust and confidence, including informing students of acceptable school behavior. **E**

Use all communication devices in a professional manner; operate all security equipment as appropriate; maintain surveillance equipment and security information in a lawful manner; maintain strict confidentiality regarding all student, parent, or staff matters and issues. **E**

Attend training programs in all current and lawful enforcement procedures. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and one year of experience working with students, preferably in a multicultural setting.

#### **LICENSES AND OTHER REQUIREMENTS:**

Successfully pass an employee entrance evaluation (lifting test). Acquire and maintain a valid First Aid and CPR Certificate within six months of employment.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

District and site policies, procedures, and regulations regarding appropriate student behavior on grounds or in facilities.

School rules and regulations related to student conduct.

Basic security and safety procedures.

Operation of a two-way radio system.

Student behavior and techniques for supervising students.

Interpersonal skills sufficient to deal with normal and possible confrontational situations.

Report writing.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Health and safety regulations.

**ABILITY TO:**

- Perform the basic function of the position.
- Diffuse situations calmly and with authority.
- Work independently and within scope of authority.
- Write clear and concise descriptive reports of problems, students, or situations that required intervention.
- Understand and carry out oral and written directions.
- Operate a two-way radio system.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively with students and adults.
- Exercise strict confidentiality of school and student issues.
- Use good judgment in situations affecting campus security.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Outdoor and indoor school site environment; subject to adverse weather conditions; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Walk or stand for extended periods of time; climb stairs and ramps; break up fights, and move in a swift manner to intervene in situations; see to monitor student behavior and activity; hear and speak to exchange information.

**SAMPLE HAZARDS:**

Exposure to verbal abuse and harassment; potential physical hazards involved in intervening in anti-social, illegal, and violent behavior; possible intervention of fights and confrontations.

**APPROVALS:**

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Jess Serna, Chief Human Resources Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date