

Arlington School District No. 16
Job Description

JOB TITLE: Campus Monitor

CLASSIFICATION:	Classified
LOCATION:	Arlington High School
REPORTS TO:	Building Principal/Supervisor
HOURS:	7 hours, 5 days/week
SALARY:	Per PSE Schedule A

SUMMARY: Under the direction of administration, the campus monitor performs tasks related to the monitoring and supervising of students on campus during the day. The campus monitor provides supervision in matters pertaining to the enforcement of school rules and policies on and around the school campus. A desire and ability to work with students is essential in this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following:

- Assist building administrators with keeping unauthorized visitors from buildings, grounds, and hallways; report unauthorized visitors to administrators; keep hallways and grounds clear of unauthorized students during scheduled class periods.
- Supervises the student parking lot, commons, hallways, and adjacent areas of the high school campuses directed by the school administrator
- Enhances the security and safety of the campus, parking lot(s) and other areas under school jurisdiction as directed by the school administrator
- Communicates infractions to the appropriate school administrator
- Monitor students in a variety of settings before, during, or after school
- Assists school staff in monitoring student behavior expectations and standards
- Use de-escalation strategies and restraints when appropriate, after being trained to do so
- Remains visible throughout the day in assigned areas of the school campus
- Ability to learn and use cameras and other technologies to enhance the safety and security of the campus
- Adapt to a variety of working situations and learn new skills
- Know and follow health, safety and emergency procedures of the district
- Work as a positive team member
- Communicate successfully with staff, students, and parents
- Demonstrate professionalism through punctuality and minimal absences
- Promote and practice professional growth and development
- Follow district guidelines and procedures with regard to student conduct and discipline referrals
- Provide positive behavioral support and management
- Practice ethical and professional standards of conduct, including the requirements of confidentiality regarding student and personnel information
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective function of the organization

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Washington State driver's license (may be required)

Current First Aid/CPR card (may be required)

Trained in de-escalation and restraint (may be required) (Crisis Prevention Institute)

LANGUAGE SKILLS:

Ability to read and interpret general business material. Ability to write reports and business correspondence. Ability to effectively respond to questions from administrators, staff and students.

MATHEMATICAL SKILLS:

Ability to apply concepts of basic mathematics.

REASONING ABILITY:

Ability to solve practical or complex problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Ability to maintain a positive attitude at all times
- Ability to practice ethical and professional standards of conduct
- Ability to interact and work with students
- Ability to communicate effectively and positively with staff, students
- Ability to know and follow health, safety and emergency procedures of the district
- Skill in organizing tasks and duties
- Ability to use a computer
- Ability to follow instructions

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to walk or stand, and occasionally required to sit. The employee may be required to exert or move 30 pounds. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

There are no unusual environmental conditions. The work is performed both indoors and outdoors. Typically, the noise level in the work environment is moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.