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# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

**POSITION TITLE:** Campus Monitor

**CONTRACT YEAR:** 186 Days

PAY GRADE: <u>Campus Monitor Salary Schedule</u>

**BARGAINING UNIT:** FOPE-Campus Monitor

**QUALIFICATIONS:** 

**EDUCATION:** Standard high school diploma or satisfactory completion of

an approved General Educational Development (GED)

Testing Program.

**EXPERIENCE:** Four (4) years of previous successful work experience to

include one year of working with students.

**SPECIAL** 

**QUALIFICATIONS:** Minimum age of 21 years old with a demonstrated ability

to communicate and work effectively with students to analyze situations that relate to student activity and security. In the middle school and high school, a security

security. In the middle school and high school, a security specialist is required to be present before this position may

be filled unless waived by the affected <u>principal</u>, <u>or</u> <u>administrator</u>, <u>or designee</u>. <u>area superintendent</u>. In the elementary school, a School Campus Monitor can be employed without a security specialist being present. A <u>district run training program must be successfully</u>

completed by the employee to satisfactorily complete their initial probationary period. Bilingual skills and computer skills in such areas as word processing, spreadsheets and

visual presentation preferred.

ADDITIONAL Completion of annual District required in-service

REQUIRMENT: training.

#### **DIRECT ACCOUNTABILITY:**

**REPORTS TO:** Administrator of campus site

**SUPERVISION:** This position does not have No supervisory

responsibilityies.

**POSITION GOAL:** To assist in the monitoring of the campus. To support the

security efforts at each campus.

ACCOUNTABILITY

**PROCEDURES:** The campus administrator will assess the effectiveness of

the Campus Monitor annually with respect to performance

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of specific responsibilities.

#### **ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

## The Campus Monitor shall: <u>carry out the essential performance</u> responsibilities listed below.

- 1. <u>V</u>visually observe student behavior during campus hours on school property.
- 2. Rreport serious disturbances to the campus administration.
- 3. <u>V</u>\*isually monitor, through security cameras, campus\_buildings and grounds for the presence of outsiders on campus.
- 4. <u>R</u>report to administration or security, students that are in the hallways during class time.
- 5. M<del>m</del>aintain a daily log of suspicious activities when monitoring cameras.
- 6. Pphysically patrol and monitor all campus buildings and grounds.
- 7. Determine the reason for the presence of outsiders on campus.
- 8. Sstop and question all students not in class during class time.
- 9. <u>M</u>monitor parking lots and student gathering areas before, during and after school.
- 10. Report any safety or security problems to the administration.
- 11. <u>Pp</u>articipate, successfully, in the training programs offered to increase the individual's skills and proficiency related to the assignment to include cultural diversity, conflict resolution, and sensitivity training.
- 12. <u>R</u>review current developments, literature and technical sources of information related to job responsibility.
- 13. Eensures adherence to good safety rules and procedures.
- 14. Pperform other duties as assigned by the principal/designee.
- 15. <u>F</u>follow federal and state laws, as well as School Board policies.

#### SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Majority of contact is with student, and school employees within different departments utilizing communication skills requiring tact and courtesy to give or receive information directly related to performing the job.

#### PHYSICAL REQUIREMENTS:

<u>Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.</u>

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#### TERMS OF EMPLOYMENT:

<u>Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.</u>

#### **FLSA OVERTIME CATEGORY:**

The job is not exempt from the overtime provisions of the Fair Labor Standards Act.

### **EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 9/20/94 &

Adopted: 10/18/94 Revised: 5/21/96 & Adopted: 6/18/96

Board Adopted: 12/16/03

Revised: 2/7/05