



REVISED

AGENDA REQUEST FORM

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

MEETING DATE	2019-03-05 10:05 - School Board Operational Meeting
AGENDA ITEM	ITEMS
CATEGORY	CC. BOARD POLICIES
DEPARTMENT	Compensation (Human Resources)

Special Order Request <input type="radio"/> Yes <input checked="" type="radio"/> No
Time
Open Agenda <input checked="" type="radio"/> Yes <input type="radio"/> No

ITEM No.:

CC-8.

TITLE:

Proposed Revised Job Description for the Campus Monitor Position

REQUESTED ACTION:

Approve the Proposed Revised Job Description for the Campus Monitor Position. This is the First Reading.

SUMMARY EXPLANATION AND BACKGROUND:

The job description for the Campus Monitor position is being revised in an effort to better clarify and define job duties. The job description was publicized for rule adoption in compliance with Florida Statutes on February 13, 2019. See attached Executive Summary.
Copies of all supporting documents are available at the Board Members' Office on the 14th floor of the K.C. Wright Administration Center.

SCHOOL BOARD GOALS:

Goal 1: High Quality Instruction Goal 2: Continuous Improvement Goal 3: Effective Communication

FINANCIAL IMPACT:

The financial impact associated with this item totals \$131,871. The source of funding is through the Referendum dollars. See the Executive Summary for additional information on the expense associated with this request.

EXHIBITS: (List)

(1) Executive Summary (2) Job Description (3) Memo to Revise

BOARD ACTION:

APPROVED

(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:

Name: Rose M. Hall	Phone: 754-321-0144
Name: Jeffrey Moquin	Phone: 754-321-2650

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Senior Leader & Title

Judith M. Marte - Chief Financial Officer

Signature
Judith M. Marte
3/1/2019, 2:34:16 PM

Electronic Signature
Form #4189 Revised 08/04/2017
RWR/ JMM/JM/RMH:im

Approved In Open Board Meeting On:

MAR 05 2019

By: *Leathan P. Brinkman*
School Board Chair

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT
ROBERT W. RUNCIE
SUPERINTENDENT OF SCHOOLS

February 28, 2019

TO: School Board Members

FROM: Judith M. Marte
Chief Financial Officer

VIA: Robert W. Runcie
Superintendent of Schools

SUBJECT: **Revision to Item # CC-8, Proposed Revised Job Description for the
Campus Monitor, for the March 5, 2019 School Board Operational Meeting**

The job description for Item # CC-8, **Proposed Revised Job Description for the Campus Monitor, for the March 5, 2019 School Board Operational Meeting**, has been revised.

On Page 2, under Minimum Qualifications & Experience:

The requirement for completion of a District approved security certification training course has been moved from the Minimum Qualifications & Experience section, and incorporated as part of the Essential Performance Responsibilities.

RWR/JMM:im

c: Senior Leadership Team

Exhibit 1
School Board Agenda Item

March 5, 2019

Executive Summary

Proposed Revised Job Description for the Campus Monitor Position

Background: This item is being recommended for School Board **approval** to meet requirements for revised job description.

Position Title: **Campus Monitor**

Division/Department: **Division of the Chief - Safety, Security and Emergency Preparedness**

Hourly Range: **\$13.12496 - \$20.11797**

Salary Schedule: **2017 - 2018 Salary Schedule for Security Specialists, Campus Monitors & Armed Safe School Officers**

Recommended Policy Status: Non-Chart Job Description - **First** Reading

Rationale: The job description for the Campus Monitor is being revised to better define performance responsibilities and minimum job qualifications. This is a critical position that is responsible for assisting with the monitoring of the school campus and reporting safety and security concerns to School Principals, Security Specialists, School Resource Officers and Armed Guardians, as appropriate. The position is also responsible for communicating the need for emergency protective actions in an emergency. Specific changes to the job description include edits to essential performance responsibilities, revisions to the minimum work experience requirements, and increasing the work calendar by three days to allow for staff training and professional development. The proposed work calendar change would go into effect on July 1, 2019.

There are 343 Board approved positions associated with this job description, of which 26 are vacant.

As part of the process to create and edit job descriptions, Compensation provides the designated Bargaining Unit or Meet and Confer Representative with a copy of the new or revised job description prior to the First Reading. Any feedback received from the Representative is reviewed for consideration and, where applicable, incorporated as part of the job description. A meeting with the FOPE Representatives was held on February 27, 2019 to review the revised job description. Additional feedback was not received prior to submission of this document for approval.

Cost: The revision of this job description represents an additional financial impact of \$131,871, which reflects the cost to increase the work calendar by three days to allow for staff training and professional development. This expense will be funded through Referendum dollars. The proposed work calendar change would go into effect on July 1, 2019, with the start of the new school year.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Campus Monitor
 JOB CODE: NN-145
 CLASSIFICATION: Non-Exempt
 PAY GRADE: N/A
 BARGAINING UNIT: FOPE
 REPORTS TO: ~~Administrator of campus site~~ School Principal
 CONTRACT YEAR: 486 189 Days

POSITION GOAL: To assist in the monitoring of the campus and report safety and security concerns to School Principal/Director, Security Specialists, School Resource Officers (SROs) and/or Armed Guardians as appropriate to the nature of the situation. To communicate the need for emergency protective actions in an emergency. To assist emergency responders with wayfinding and communication in the event of a crisis. To support the security efforts at each campus.

Campus Monitors serve in an observe and report capacity and are not authorized to use force to restrain or subdue individuals for security or law enforcement purposes. As with other employees of the District, Campus Monitors may use reasonable force to protect themselves or others from imminent life-threatening harm.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Campus Monitor shall carry out the performance responsibilities listed below:

- Work with school administrators, school staff, District personnel and public safety officials to help create and maintain a positive, orderly, caring, reasonably safe and effective learning environment.
- Practice situational awareness to help detect and address potentially dangerous conditions, situations and individuals. Report any safety or security concern to the administration, Security Specialists, Armed Guardian and/or SRO.
- Patrol the school's perimeter, grounds and interior areas to provide a high degree of visibility in order to help deter trespassing, criminal activity, potentially dangerous behaviors, substance abuse, acts of self-harm and school violence.
- Visually monitor, through security cameras, campus buildings and grounds for the presence of students who are out of place as well as suspicious persons on campus.
- Report suspicious persons to Security Specialists, the SRO, Armed Guardian and the School Principal/Director.
- Question students who appear to be out of place and notify a Security Specialist and/or the School Principal/Director of any students who are believed to be absent from class without authorization.
- Advise the School Principal/Director of serious disturbances, hazardous conditions, unsafe procedures and all serious security matters, and suggest ways to enhance school safety, security and emergency preparedness.
- Communicate with students in age and developmentally appropriate ways.
- Work with students, staff and visitors who have special needs.
- Practice positive cultural awareness and demonstrate respect for diversity among students, employees, public safety partners, visitors and the public.
- Help prevent and address bullying, harassment and intimidation of students, staff and visitors by reporting observations or awareness of these types of behaviors to the School Principal/Director, Security Specialists and/or school mental health personnel.
- Work with school administrators, faculty and support staff to help create and maintain active and effective student supervision.
- Monitor parking lots, lunchrooms and student gathering areas before, during and after school.

- Follow District procedures and Florida laws regarding reporting of criminal incidents.
- Maintain appropriate boundaries when interacting with students, refraining from participation in peer-to-peer behavior with students or engaging in conduct which is prohibited by policy, statute or, by its nature, is likely to create alarm or suspicion of potential misconduct by an employee.
- Comply with District policies, procedures and Florida statutes relating to the protection of students from physical, emotional and sexual abuse.
- Comply with District policies and Florida statutes relating to mandatory reporting of boundaries invasion, forms of grooming behaviors, and any other indications that physical, emotional and/or sexual abuse of students is taking place at or away from school.
- Maintain a daily log of suspicious activities and safety incidents when monitoring cameras.
- Take reasonable steps to prevent confidential and protected information from being disclosed in violation of District policy, Safety, Security and Emergency Preparedness Division operating procedures, Florida statutes and federal guidelines.
- Follow established policies and procedures related to the prevention of cyber security incidents involving life-safety systems and sensitive information.
- Represent the school and provide testimony in courts of law, as required.
- Proactively communicate the need for emergency protective actions or requests for response by public safety personnel when visual, auditory, or smelling senses indicates that action must be taken to protect human life. Use appropriate form of communication to inform of emergencies, including verbal warnings, portable radio, fire alarm or other communications systems or devices.
- Take prompt action, as needed, to protect human life in emergency situations, including all reasonable steps required to ensure individual, personal safety and protection from harm.
- Report to duty assignments on time, physically and emotionally fit for duty and with any required equipment in proper working order.
- Operate School Board owned vehicle and/or golf carts in a safe manner and ensure proper recording of time and mileage.
- Complete in-service training, staff development programs, web learning programs, and advanced training as directed by school administrators and Safety, Security and Emergency Preparedness Department supervisory personnel.
- ~~Visually observe student behavior during campus hours on school property.~~
- ~~Report serious disturbances to the campus administration.~~
- ~~Visually monitor, through security cameras, campus buildings and grounds for the presence of outsiders on campus.~~
- ~~Report to administration or security, students that are in the hallways during class time.~~
- ~~Maintain a daily log of suspicious activities when monitoring cameras.~~
- ~~Physically patrol and monitor all campus buildings and grounds.~~
- ~~Determine the reason for the presence of outsiders on campus.~~
- ~~Stop and question all students not in class during class time.~~
- ~~Monitor parking lots and student gathering areas before, during and after school.~~
- ~~Report any safety or security problems to the administration.~~
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate, successfully, in the training programs offered to increase enhance the individual's skill individual skills and proficiency related to the assignment job responsibilities to include cultural diversity, conflict resolution, and sensitivity training, and any District approved security certification training courses required.
- Review current developments, literature and technical sources of information related to job responsibility responsibilities.
- Ensures Ensure adherence to good safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the principal/designee School Principal/Director or designated Safety, Security and Emergency Preparedness supervisory personnel.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Standard high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program.
- A minimum of four (4) years, within the last eight (8) years, of previous-successful work experience to include one year of working with students.
- 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.
- Must be, at least, twenty-one years of age.
- Effective verbal and written communication skills, including the ability to accurately communicate facts and write reports.
- ~~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 area superintendent.~~
- ~~In the elementary school, a School Campus Monitor can be employed without a security specialist being present.~~
- ~~A district run training program must be successfully completed by the employee to satisfactorily complete their initial probationary period.~~

PREFERRED QUALIFICATIONS & EXPERIENCE:

- ~~computer skills in such areas as word processing, spreadsheets and visual presentation preferred.~~
- Computer skills as required for the position.
- Prior experience working with students or adolescents.
- Prior experience in law enforcement or security.
- Bilingual skills, and

SUPERVISION: This position does not have supervisory responsibilities.

ACCOUNTABILITY PROCEDURES: ~~The campus administrator will assess the effectiveness of the Campus Monitor annually with respect to performance of specific responsibilities.~~

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

The majority of contact is with students, visitors, school and district District employees within different departments, SROs and public safety personnel utilizing communication skills requiring tact and courtesy to give or receive information directly related to performing the job.

This position requires personnel who can use tact and courtesy to enhance a pleasant, effective and reasonably safe learning environment. This position also requires the ability to follow guidelines relating to the appropriate boundaries when interacting with students. The position requires the ability to give or receive information directly related to school safety, security and emergency preparedness.

Campus Monitors are prohibited from carrying a firearm on their person or in a personal or District vehicle while on duty or while on school system property. Campus Monitors are also prohibited from carrying less-lethal force devices while on duty or while on school system property. Examples of less-lethal force devices include but are not limited to Tasers, impact devices, stun guns or pepper, mace, CN or CS irritant sprays.

PHYSICAL REQUIREMENTS:

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

This job requires the incumbent to communicate via two-way radio, provide verbal instructions and warnings to others in an emergency, prepare written reports, and complete forms in writing. Additionally, the job incumbent will be required to patrol a school campus on foot, climb stairs, and operate a motor vehicle or golf cart.

TERMS OF EMPLOYMENT:

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.

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

Board Approved: 11/3/2015

Board Adopted: 12/8/2015

