

**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



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: ~~186~~ 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

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