

CAMPUS MONITOR

DEFINITION

Under the supervision of the principal or designee, to provide general supervision for students during student activities, to monitor and supervise student behavior in designated areas of the school as assigned; and to do related work, as may be required; such as playground and recess duty, before and after school supervision, student activities, and other supervision as needed.

ESSENTIAL DUTIES

- Follow school discipline plan (i.e. Positive Behavior Intervention and Support (PBIS) Matrix)
- Enforce school expectations, encourages and promotes courtesy among students.
- Perform regularly scheduled non-classroom supervision duties, supervising students in the cafeteria, indoor assembly areas, outdoor eating areas, halls and restrooms, on the playground and in other areas to which assigned.
- Report problems of a serious nature, including recurring behavioral problems and safety hazards to the principal, or another designated certificated employee.
- Escort students to the school administrator for the purpose of dealing with serious or repeated violations of school and/or behavior conduct.
- Assume responsibilities in inclement weather as assigned by the principal or other certificated employee.
- Enforce activity and safety rules in school buildings and on school property.
- Supervise students during activities such as playground and recess, before and after school transition, bus loading and unloading and students on the school grounds in general.
- Report any unsafe conditions or equipment on the playground or any other areas as deemed necessary; report all accidents or injuries to proper authority and complete appropriate forms; encourage and remind students of acceptable behavior; report special student behavior problems.
- Ensure students remain in properly assigned areas; ensure students keep the areas of activities clean.
- May provide emergency assistance for accidents, if necessary.
- Instruct and monitor students in their proper conduct on the playground areas and when participating in student games.
- Assist with discipline consistent with assigned area and intervene and resolve minor student disputes.
- Intercept non-students who come on campus during school hours for the purpose of directing them to either report to the office or leave campus and notify the school administration immediately if a non-student fails to comply, returns again or otherwise creates a problem.

QUALIFICATIONS

Knowledge of:

- Safety rules and conditions to be maintained by students;
- Standards of courtesy and behavior expected of students;
- District rules and procedures, including methods and techniques for student safety;

- Safety hazards for students and staff.

Ability to:

- Effectively communicate with students and staff on an ongoing basis orally and/or in writing;
- Treat all students in a fair, impartial and respectful manner;
- Follow written and oral instructions;
- Identify and report security concerns to supervisors;
- Dress appropriately in accordance with the work environment;
- Maintain poise, exercise tact and good judgement.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.
- The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. The employee must be able to stand and walk for the entire time of their shift. Constant exposure to outdoors: sunlight and inclement weather. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and color vision.

EXPERIENCE AND EDUCATION

Experience: Non required

Preferred Qualifications: First Aid/CPR

Education: High school diploma or equivalency required