

CENTER UNIFIED SCHOOL DISTRICT

JOB TITLE: Campus Monitor

BASIC RESPONSIBILITIES

To supervise students in the in-house detention program, and patrol hallways, restrooms, parking lots, and other areas of a school campus.

SUPERVISOR: Principal

TYPICAL DUTIES

1. Supervises students and patrols non-classroom areas such as halls, bus stops, parking lots, cafeteria, restrooms and other areas where students gather.
2. Advises students of rules and regulations re proper conduct and behavior.
3. Reports violations of student conduct to designated authority.
4. Works with school personnel and students in the development of school rules and procedures concerning student conduct.
5. Assists students with lockers and miscellaneous problems.
6. Maintains necessary records/reports and distributes to appropriate staff.
7. Monitors student activities outside of class.
8. May be required to attend parent conferences.
9. Anticipates and intervenes to prevent situations that may endanger students' welfare or safety.
10. Follows established procedures in case of accident, injury, or illness.
11. Maintains discipline consistent with assigned area.
12. Issues disciplinary slips, writes up warnings and discipline cards, and/or refers problems to teacher or Principal.
13. Directs non-students off school grounds.
14. Directs parents and visitors to proper office or classroom.
15. Performs other related duties similar to the above as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Age appropriate methods of motivating students;
- Proper use of English, spelling, and grammar;
- Basic record keeping techniques;
- Proper radio use;
- Discipline techniques and strategies.

Adopted by Board **April 19, 2000**

Ability to:

- Maintain a firm but patient and courteous attitude toward adolescent students;
- Learn District and school policies related to the conduct, safety, and welfare of students in assigned areas;
- Work independently and make decisions within established guidelines;
- Remain calm in stressful situations;
- Follow oral and written instruction with a minimum of direction;
- Maintain basic records;
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner
- Communicate effectively in both oral and written form;
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma or equivalent;
- Experience in youth related activities;
- California driver's license and evidence of insurability;
- Complete hepatitis vaccine series;
- TB test clearance;
- Drug test clearance;
- Criminal Justice fingerprint clearance

PHYSICAL CHARACTERISTICS:

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct in person and radio conversations.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use radio, office, and media equipment.
5. Sufficient mobility to move about the District and drive a car.
6. Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.