



# CAMPUS MONITOR

## SUMMARY/SCOPE/GOAL

To support the security efforts at each campus and to assist the Principal and staff in maintaining a campus environment conducive to learning.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- High School Diploma or equivalent required.
- Minimum of 21 years old required.
- Four (4) years of previous successful work experience required.

#### PREFERRED/DESIRED:

- Two (2) years of college preferred.
- One (1) year of working with students preferred.
- Bilingual skills preferred.
- Computer skills, such as word processing, spreadsheets and visual presentation preferred.

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- Valid Florida driver's license.

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Visually observe student behavior during campus hours on school property.
2. Report serious disturbances to the campus administration and coordinate activity with the School Resource Officers.
3. Visually monitor campus buildings and grounds for the presence of outsiders on campus.
4. Report to administration or security, students that are in the hallways during class time.
5. Maintain a daily log of suspicious activity.
6. Physically patrol and monitor all campus buildings and grounds.
7. Determine the reason for the presence of outsiders on campus.
8. Stop and question all students not in class during class time.
9. Monitor parking lots and student gathering areas before, during and after school.
10. Report any safety or security problems to the administration.
11. Participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignment to include cultural diversity, conflict resolution and sensitivity training.
12. Review current developments, literature and technical sources of information related to job responsibility.

13. Ensure adherence to good safety procedures.
14. Perform other duties as assigned by the principal/designee.
15. Follow federal and state laws, as well as School Board policies.

**OTHER DUTIES:**

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

**KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

**JOB RELATED:**

Demonstrated ability to communicate and work effectively with students to analyze situations that relate to student activity and security. A district training program must be successfully completed by the employee to satisfactorily complete their initial probationary period.

**GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

**EQUIPMENT:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

**PHYSICAL REQUIREMENTS:**

**(M) MEDIUM WORK**

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

**TRAVEL:**

Travel between sites often. Travel out of county rarely.

## CAMPUS MONITOR

### FOR HR USE ONLY:

<b>DIVISION:</b>	District Operations	<b>DEPARTMENT:</b>	District and School Security
<b>TITLE CODE:</b>	N4196	<b>CONTENT BY:</b>	Director – District & School Security
<b>GRADE:</b>	17	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	1010 CORE	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	9/28/1999	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 9 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	8/20/99	Developed	
1.1	12/1/20	Revised: New Format	Human Resources
1.2	11/16/2021	Remove special diploma, update physical requirements to ADA format, add schedule.	Ellie Kelly – Human Resources

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*