

## **SCHOOL SECURITY MONITOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This work involves responsibility for maintaining peace and order in a school district during school and for all extracurricular activities before and after school and weekends. In addition to the routine duties performed by school monitors, this position works as part of a team to prevent violence by either maintaining a stationary position at school entrances or by patrolling the school, conducting continuous sweeps of the interior and exterior of the school and intervening in volatile situations. Work is performed under the direct supervision of a school principal. This position is expected to work non-routine hours beyond the normal work week in school districts that have a high incidence of vandalism and violence.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Maintains stationary or mobile position as assigned during normal school hours and for extracurricular activities;
2. Conducts full sweep interior/exterior before and after bell to monitor presence of any students, parents or unauthorized visitors at least twenty times a day;
3. Issues and checks all passes while on post; keeps watchful eye for unusual activity; monitors all hallway activity and keeps the peace;
4. Removes unruly students from class;
5. Ensures smooth transition to and from classes by enforcing rules;
6. Ensures compliance with district policy of "No Smoking" on district property and reports any non-compliance issues to administration;
7. Assists students with safe, orderly dismissal;
8. Ensures unauthorized personnel do not enter the building;
9. Coordinates peaceful and safe transportation from school to designated homes;
10. Debriefs with team on day's activities;
11. Ensures security for all extracurricular activities before and after school and weekends.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to be trained in school safety;  
Ability to understand the development of children;  
Familiarity with school routine;  
Good observation skills;  
Good judgment;  
Physical condition commensurate with the demands of the position.

**SCHOOL SECURITY MONITOR** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENT:**

1. Applicants must have a Security Guard Training Certificate issued for the completion of pre-assignment training, or a Security Guard License.
2. An appointing authority may require possession of a New York State Motor Vehicle Operator's license at time of appointment.

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ADOPTED: 10/27/98

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