

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Campus Monitor

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 180 days, 5 to 8 hours per day between 7:00 AM and 7:00 PM, to be established by the site principal.

JOB GOAL: Under general supervision, monitors school areas for appropriate student behavior and reports incidents to administrators.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with the Master Agreement between NCSD and NCSO.

1. Monitors school campus facilities (i.e. corridors, restrooms, library, study hall, cafeteria, parking lots, athletic fields, playgrounds, and buses.)
2. Assists in the prevention of problems that may occur on campus and other areas, as assigned, by being mobile and visible.
3. Wears provided campus monitor attire for easy identification and visibility daily.
4. Monitors student behavior and assists with enforcement compliance with established rules.
5. Cooperates and communicates with administrators and school resource officers as appropriate with established rules.
6. Corrects minor student misbehavior and refers student to administrators for more serious misbehavior and violation of rules.
7. Intercedes, as necessary, to prevent infractions.
8. Reports student disruptions and incidents to administrators.
9. Monitors student movement onto and from the campus before, during and after school.
10. Reports, as appropriate, students who leave campus without authorization.
11. Prepares written reports of disturbances and incidents.
12. Prepares student incident reports, referrals, and witness statements as necessary.
13. May be required to provide coverage of security surveillance cameras.
14. Directs school visitors to the school office to register/report their visit.
15. Covers athletic events and other extra-curricular activities as directed by supervisor. (This time will be submitted separately on a timesheet.)
16. Participates in and practices training provided.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Ability to learn relevant regulations and rules.
2. Ability to communicate orally, speak clearly and operate a two-way radio.
3. Ability to gain the cooperation of students.
4. Ability to learn student/staff names and faces rapidly.
5. Ability to work cooperatively with students, staff, parents, and the general public.
6. Ability to work independently.
7. Ability to write reports.
8. Ability to judge when to act independently and when to refer situations to administrators.
9. Ability to recognize signs and symptoms of substance abuse, student emotional stress and refer to appropriate staff.
10. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
11. Recognizes and reports hazards, conforms to safety standards as prescribed.
12. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.

13. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent
2. Previous work experience in school or security environment preferred

Licenses and Certifications:

1. Valid Nevada Driver License
2. Current CPR/First Aid/AED certification
3. Youth Mental Health First Aid certification or willingness to earn certificate

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCS D Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/light-exert force up to 50 lbs. occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

Physical Demands: Strength to break up fights between and among students. Standing for extended periods of time and walking for long periods of time; running, crouching, and bending. Occasional climbing, balancing, stooping, kneeling, crawling, reaching and handling. Repetitive fine motor activities. Carrying objects weighing up to 50 lbs., reading hand and typed notes and memoranda. Hear normal voice-range frequencies and communicate on a two-way radio. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near and far acuity, depth perception, focal length change, color vision and field of vision.

Environmental Conditions: Exposure to outside weather conditions with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment). May be required to diffuse threatening situations/confrontations.

Working Conditions: Office supplies, computer (if necessary), hand-held radio, uniform, and other supplies necessary to perform the function of the position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: _____

Superintendent

5/30/17
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____