



NEW: Submitted:
08/07/2019 08/06/2019

JOB TITLE:	SUBSTITUTE MONITOR IN-SCHOOL SECURITY
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB – 42
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8759
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES

Assists in the direct supervision of student activities by maintaining order and acceptable conduct of students. Provides protection for students and faculty by patrolling all school grounds.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides in-school security for school faculty, staff, and students

Prevents trespassers from entering the school building or remaining in the building if there without authorization

Monitors student activity in the hallway and cafeteria

Escorts students to the office when assistance is requested by school staff

Assists the local school administration in forming and implementing policy or procedures for dealing with student discipline

Reports all incidents that occur in the assigned school

Makes recommendations to the local and system wide service office administration for the improvement of the security plan for the assigned school

Monitors loading and unloading of school buses at the assigned school

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving exposure to marked changes in temperature and humidity.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Must be twenty-one (21) years of age

Meet qualifications for commission from Department of Justice

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace