



NEW:
11/13/2014

JOB TITLE:	DISTRICT SECURITY MONITOR
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8754
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES

Participates in monitoring District property and facilities, maintains order and acceptable conduct among students, and provides protection for students and faculty by patrolling school grounds.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Conducts routine security inspections of all District property within assigned area of operations
- Reports incidents to appropriate personnel and prepares reports of incidents which occur on District property
- Responds to calls for assistance as directed by security personnel
- Transports personnel and materials as directed by security personnel
- Guards specific locations as assigned
- Secures windows/doors utilizing provided materials as needed
- Conducts facility inspections of physical plant during inclement weather
- Secures and maintains crime scenes until relieved by District security staff
- Performs all 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, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving exposure to marked changes in temperatures and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- High School diploma or G.E.D.
- Must be 21 years of age
- Effective written and oral communication skills
- Valid driver's license
- Meets minimum entrance qualifications for Special Law Enforcement Officer

DESIRABLE QUALIFICATIONS

Knowledge of school system policies and procedures