



NEW: Submitted:
07/17/2019 07/16/2019

JOB TITLE:	MONITOR DISTRICT SECURITY
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
 Completes all trainings and other compliance requirements as assigned and by the designated deadline

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 communication skills
 Valid Driver's License
 Meets minimum entrance qualifications for Special Law Enforcement Officer

DESIRABLE QUALIFICATIONS

Knowledge of school system policies and procedures
 Experience in a diverse workplace