

WESTBROOK PUBLIC SCHOOLS

JOB DESCRIPTION: CAMPUS MONITOR

Reports to: Secondary Principals
Hours per day: 8
Hours per week: 40
Days: 182
Evaluator: Secondary Principals

GENERAL STATEMENT OF JOB

Summary: Under limited supervision, assists the administration of assigned school in maintaining an orderly school environment by monitoring buildings and grounds on a routine basis.

Qualifications:

- Requires high school diploma or GED
- Knowledge of target student population
- Experience in security or other related field helpful.
- Requires the ability to read schedules, directions, and written communication.
- Follows verbal and written instructions.
- Communicates effectively and efficiently with students, staff, parents and the community. Has the ability to speak before others with poise, voice control and confidence.
- Requires the ability to prepare routine records with the proper format.
- Applies understanding in carrying out school rules and instructions furnished in written or oral form; deals with problems calmly, firmly and professionally.
- Makes routine independent judgments in absence of supervision.
- Performs under stress when confronted with emergency situations. Worker may be subject to danger or risk to a slight degree.
- Mature, responsible, dependable.

Essential Duties and Responsibilities:

- Monitors school buildings and grounds on a routine schedule.
- Documents and reports questionable activity, including class cutting, fighting, tardiness, substance abuse, destruction of property and other rule violations, to school administration for action or further investigation.
- Issues tardy passes to students as necessary.
- Removes students from class for misbehavior and escorts them to appropriate office.
- Operates a two-way radio for staff communication.
- Documents visitors and directs them to their intended destination.

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- May perform general reception duties, including but not limited to retrieving and entering information into the computer.
- Performs all duties in compliance with District and department policies, procedures and standards of quality and safety.
- Receives and responds to concerns, complaints and inquiries in areas of responsibility.
- Attends training, meetings, workshops, etc., as necessary to maintain and enhance job knowledge and skills.
- Performs related duties as required.

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PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge and understanding of the methods, procedures and policies of the Westbrook Public Schools as they pertain to the performance of duties of the Hall Monitor. Is able to learn and understand related laws, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to follow oral and written instructions. Has the ability to offer assistance to co-workers and employees of other departments as required. Is able to prepare simple records and reports with accuracy and in a timely manner. Has knowledge of the terminology used within the department. Has knowledge of proper English usage; Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

_____ Acceptable _____ Unacceptable

Comment:

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

_____ Acceptable _____ Unacceptable

Comment:

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively

_____ Acceptable _____ Unacceptable

Comment:

Dependability: Assumes responsibility for assignment. Completes assigned work within timeframes in accordance with directives, policy, standards and prescribed procedures.

_____ Acceptable _____ Unacceptable

Comment:

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to leave requests.

____ Acceptable ____ Unacceptable

Comment:

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate issues that may arise and prevents problems from becoming greater, and initiates proper and acceptable action for carrying out work responsibilities with a minimum of supervision and instruction.

____ Acceptable ____ Unacceptable

Comment:

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

____ Acceptable ____ Unacceptable

Comment:

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation.

____ Acceptable ____ Unacceptable

Comment:

Relationships with Others: Shares knowledge with administration and co-workers for

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mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Acceptable Unacceptable

Comment:

Coordination of Work: Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Acceptable Unacceptable

Comment:

Safety: Adheres to all established safety standards, procedures and policies. Ensures such standards, procedures and policies are not violated.

Acceptable Unacceptable

Comment:

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.