

School Monitor

Class Title

School Monitor

Class Code

4971

Salary

\$31,541.00 Annually

DEFINITION**BENEFITS****Description**

This is responsible work involving the maintenance of safe and orderly conduct of activities and programs within school grounds. Work involves responsibility for reducing incidents of disorderly behavior on the school grounds and to discourage disruption of school business, programs, and other activities by students and/or non-students. The employee is required to use good judgment while enforcing rules and regulations in accordance with established guidelines. Supervision is received from the school's Principal through periodic inspections, review and analysis of reports submitted.

Duties and Responsibilities

- Checks all students and visitors for passes while on school premises;
- Prepares a daily report indicating incident cases handled;
- Reports any student and/or non-student who are caught in the act of gambling, smoking, fighting, or any other unacceptable behavior, to the Principal, for appropriate action;
- Ensures that students adhere to established laws, rules, and regulations;
- Establishes effective rapport with students and parents that will result in the reduction and/or prevention of activities that seems to hamper the teaching and learning process;
- Reports all incidents, which require police assistance to appropriate personnel;
- Performs other related work as required.

Minimum Qualifications

- Completion of the twelfth grade or its equivalent; **AND**;
- Two (2) years working experience in security guard-related type position.

Position Factors

- Knowledge of conflict management and strategies;
- Knowledge of the basic methods and practices of security guard work;
- Ability to read and comprehend;
- Ability to react quickly, calmly, and appropriately, during emergency situations;
- Ability to deal tactfully, courteously, and impartially with all persons contacted, during the course of work;
- Ability to express oneself, clearly and concisely, orally and in writing;
- Ability to write a simple report.

Necessary Special Qualifications

- Successful candidates must satisfactorily pass a Psychological Evaluation prior to an offer of employment.