



JOB DESCRIPTION

JOB TITLE: Campus Monitor

JOB SUMMARY: The position of Campus Monitor is for the purpose of assuring the safety of students and the protection of facilities on a school campus.

ESSENTIAL AND/OR PREFERRED JOB REQUIREMENTS – QUALIFICATIONS:

- Prior job related experience in school or institutional setting, law enforcement, or surveillance preferred
- Licenses, Certifications, Bonding, and/or Testing Required: Valid Driver's License and evidence of insurability; Criminal Justice fingerprint clearance; Cardiopulmonary Resuscitation and First Aid Certificates

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Skills to use computers and surveillance equipment
- Knowledge of district policies and procedures regarding attendance and discipline
- Basic concepts of criminal justice and law enforcement methods
- Abilities to follow oral and written instructions and work independently with minimal supervision
- Ability to perform a variety of tasks and adjust to flexible assignments often with short notice
- Ability to communicate with students, staff and parents

ESSENTIAL JOB FUNCTIONS:

- Responsible for security of students and building
- Works with assistant principals concerning security issues
- Attends evening sports events and other student activities to monitor student and guest behavior
- Participates in parking lot supervision and bus loading/unloading
- Works cooperatively with student council
- Works cooperatively with law enforcement officials
- Assists in promoting a positive environment in the school neighborhood
- Assists in efforts to identify drug/alcohol use and abuse
- Enforces school and district discipline codes
- Serves as a member of the district's law enforcement unit
- Performs other tasks as assigned
- Prompt and regular attendance

OTHER JOB FUNCTIONS:

- Assists other personnel as may be required for the purpose of supporting them in securing the safety of students, staff, visitors, and buildings in the district
- Maintains a flexible schedule, in order to respond when appropriate, to the security needs of the district
- Assists with the transportation needs of students, including walking them to and from the bus, supervision of students on the way to and from the bus, supervision of loading and unloading of busses, arranging for the transportation needs of students

***Applications must be submitted to TalentEd Recruit and Hire by the closing date in order to be considered for the position. All employees hired by the District into a position not requiring licensure must be fingerprinted and have a criminal history check completed. The cost is \$\$71.50 and is the responsibility of the employee. This employment is considered probationary pending return of the criminal records check from the FBI and Oregon State Police through the Oregon Department of Education.**

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

I hereby confirm my receipt and understanding of this job description and attest to my ability to perform the functions of the position as assigned.

Employee Signature

Date

Supervisor Signature

Date

*Job Description: Educational Assistant Computers
cb: 10/8/2003 clm: 11/28/2018*