

Alameda County Office of Education

JOB TITLE: **Campus Monitor**

JOB SUMMARY:

Under general supervision of the site administrator, to monitor students on campus, inside classrooms, outside classrooms, and during school activities including in-house suspensions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Interactively monitors hallways, restrooms, parking lots, and other areas in and around assigned school campus.

Assists visitors on campus.

Monitors conduct of students for disorderly behaviors and activities.

Tactfully and diplomatically deals with potential or actual misconduct by students.

Reports incidents and infractions to the appropriate site administrator.

Checks for unauthorized persons on school grounds, issues required verbal warning, notifies site administrator, and reports incident to police.

Confers with school administrators on activities relating to monitoring students in and around assigned areas.

Maintains contact with Probation Officers and School Resource Officer.

Assists in creating opportunities for students to participate in group activities and team sports in a recreational environment.

Performs related duties as required.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABILITY TO

Manage large groups of students in active situations.

Use appropriate judgement in reacting to diverse and emergency situations.

Readily learn and apply pertinent procedures and functions under minimal supervision.

Interpret and explain policies & procedures.

Establish and maintain effective relationships.

Communicate effectively orally and in writing.

Understand, follow oral and written directions in English.

Enforce discipline and maintain safety on campus.

Maintain physical conditioning standards.

Campus Monitor Continued

KNOWLEDGE OF

Techniques used in guiding and motivating students.
Interpersonal skills.
Oral and written communication.
Written and spoken English.
Goals, policies and objectives of campus monitoring.
Basics of security.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Training in CPR/First Aid and Conflict Resolution.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California drivers license. Certification in CPR, First Aid, and Conflict Resolution.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, procedure instructions and manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Approved By Personnel Commission

Approved Date: June 27, 2000