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## Job Description – High School Safety Monitor

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**Primary Function:** Under the direction of the Principal, assists students on campus and maintains order. Establishes control and ensures students a safe environment.

### Responsibilities/Duties:

- Patrols assigned facilities including buildings, parking lots, and grounds; checks for security and equipment, vandalism or casualty losses and reports all incidents to an administrator
- Reports student concerns to an administrator
- Assists with dismissal procedures
- Monitors hallways and open areas during passing time and checks student hall passes and IDs
- Monitors cafeteria during student lunch time
- Monitors electronic school security system
- Ensures adherence to good safety procedures
- Follows federal and state laws as well as School Board policies
- Reports any suspicious behavior to an administrator
- Assists with handling student conflicts
- Responds to emergency situations per school/district policies/practices
- Assists with student drug testing procedures
- Physically checks every entrance of the school to ensure the building is secure
- Investigates reports related to school safety and security and reports findings to campus administration
- Assists with ensuring visitors follow appropriate procedures
- Notifies administration of any unauthorized visitors
- Assists in the enforcement of district policy and school rules

### Other

- Demonstrates behavior that is professional, ethical and responsible
- Maintains confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

### Knowledge and Abilities:

Knowledge of:

- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Methods of collecting and organizing data and information
- Operation of a computer and assigned software
- District and department policies and procedures
- Relevant federal and state laws and requirements

Ability to:

- Use printer, copier, telephones
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

**Education/Licenses/Experience:** None required.

**Working Conditions:**

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

**Calendar and Salary Range:** 174 work days. See current pay grade on the Paraprofessional Compensation Plan.

**Revised:** 7-24-2023

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The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Employee Signature

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Date