

JOB DESCRIPTION
Pleasanton Unified School District

CAMPUS MONITOR - HIGH SCHOOL

Purpose Statement:

The job of Campus Monitor - High School is done for the purpose/s of providing for the safety and welfare of students while on school grounds; monitoring personnel and/or visitors; communicating information in response to inquires; and enforcing the school and District rules and regulations pertaining to student academic behavior and drug prevention.

Essential Functions

- Communicates district and/or school policies and enforcement procedures to students, personnel and visitors for the purpose of ensuring their understanding and the potential consequences of violation.
- Facilitates student programs as may be required (e.g. peer mediation program, homework club, FEAT, etc.) for the purpose of providing staff leadership.
- Monitors student within a variety of school environments (e.g. school grounds, restroom, parking lot, halls, adjacent areas, etc.) for the purpose of ensuring student compliance to established regulations and maintaining a safe and positive learning environment.
- Patrols school facilities (e.g. grounds, roads, buildings, adjacent areas, parking lots, etc.) for the purpose of providing administrative visibility, maintaining security, and deterring crime.
- Performs clerical functions (e.g. issues parking tickets, copying, filing, making calls, answering phones, etc.) for the purpose of supporting site administration.
- Prepares documentation (e.g. discipline referrals, student passes, incident and activity reports, etc.) for the purpose of providing written support and/or conveying information.
- Provides traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lot/s.
- Refers incidents to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative guidelines.
- Responds to emergency situations (e.g. fights, injuries, incidents, suspicious activities, etc.) for the purpose of addressing immediate safety concerns.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: health standards and hazards; safety practices and procedures.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; setting priorities; working with frequent and sustained interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 65% walking, and 30% standing. The job is performed under with some temperature extremes and some hazardous conditions.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

SB1626 Campus Monitor Training

Certificates & Licenses

First Aid/CPR

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Salary Grade

Classified 6