

# Northfield

Public Schools I.S.D. 659 MINNESOTA

## POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

September 2007

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Security Monitor	<b>Department:</b>
<b>Immediate Supervisor's Position Title:</b> Principal	<b>FLSA Status:</b> Non-Exempt
<b>Band/Grade/Subgrade:</b>	<b>Bargaining Unit:</b>
<b>Job Summary:</b> Under the direction of the Principal, the Security Monitor is responsible for providing daily security for the school building and property and ensures the safety and security of students, staff, building and grounds. This position patrols school property and alerts Administration of all safety and security concerns. The Security Monitor responds to emergencies, intervenes in interpersonal conflicts, and directs students and staff in crisis situations.	

### SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Monitors and patrols school building, grounds and property.
<b>Percent of Time:</b>	50%	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"><li>• Monitors for vandalism, theft and trespassing on school property.</li><li>• Informs school administration of unauthorized personnel on campus.</li><li>• Monitors students for drug, alcohol and tobacco use.</li><li>• Monitors for student truancy.</li><li>• Informs school administration of incidents.</li><li>• Investigates incidents, contacts police officers as necessary.</li><li>• Provides details of incidents to police.</li><li>• Serves as witness in associated legal proceedings.</li><li>• Compiles information and completes associated reports</li><li>• Submits reports to school administrators.</li></ul>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Monitors driving behavior and parking on school property.
<b>Percent of Time:</b>	10%	

**Tasks involved in fulfilling above duty/responsibility:**

- Monitors for unsafe driving on school property.
- Prepares and issues warnings.
- Prepares and issues parking violation tickets for improper parking.
- Prepares and issues parking violation tickets for parking without permits.
- Arranges for vehicles to be towed when necessary.

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Monitors student behavior on school property.
<b>Percent of Time:</b>	10%	

**Tasks involved in fulfilling above duty/responsibility:**

- Monitors school property for improper student behavior.
- Informs students of inappropriate behavior.
- Communicates to students the consequences of their actions.
- Prepares associated referral reports for school administration.

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Intervenes in interpersonal conflicts on school property.
<b>Percent of Time:</b>	8%	

**Tasks involved in fulfilling above duty/responsibility:**

- Evaluates the nature and severity of conflicts (verbal disputes versus physical altercations).
- Informs involved parties of rules and consequences.
- Determines action required to resolve conflicts.
- Acts as mediator to resolve conflicts.
- Prepares associated reports.

<b>Duty/Responsibility No:</b>	5	<b>Statement of duty/responsibility:</b> Directs students and staff in crisis situations. Informs the involved parties of rules and consequences.
<b>Percent of Time:</b>	6%	

**Tasks involved in fulfilling above duty/responsibility:**

- Determines the nature of the crisis.
- Informs involved parties of rules and consequences.
- Directs and escorts students involved to appropriate school staff.
- Informs appropriate staff and police officers, if necessary
- Prepares and submits associated reports to school administration.

<b>Duty/Responsibility No:</b>	6	<b>Statement of duty/responsibility:</b> Evaluates and monitors school property for safety and security concerns.
<b>Percent of Time:</b>	15%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Secures school building entrances, exits and appropriate offices.</li> <li>• Monitors key access to school building and offices.</li> <li>• Monitors students leaving the building during school hours to ensure they have appropriate authorization.</li> <li>• Determines safety or security issues.</li> <li>• Reports safety and security issues to school administrators.</li> </ul>		

<b>Duty/Responsibility No:</b>	7	<b>Statement of duty/responsibility:</b> Participates on the school Student Support Team.
<b>Percent of Time:</b>	1	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Assists in identifying students who may need special monitoring or assistance due to discipline issues or personal problems.</li> </ul>		

<b>Duty/Responsibility No:</b>	8	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as assigned.
<b>Percent of Time:</b>		
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Participates on the school Student Support Team. Assists in identifying students who may need special monitoring or assistance due to discipline issues or personal problems.</li> <li>• Attends district training sessions, district meetings, or conferences.</li> <li>• Works closely with and through building administrators concerning student behavioral issues and policy interpretations.</li> </ul>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		<b>Major field of study or degree emphasis:</b>
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		

<b>2nd year graduate level</b>	<b>required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of school practices, policies, security procedures and administrative guidelines.</li> <li>• Knowledge of American Disabilities Act and associated accommodations.</li> <li>• Knowledge of individual disabilities of students and staff.</li> <li>• Knowledge of school support staff.</li> <li>• Knowledge of school police officer liaisons.</li> </ul>
<b>Doctorate level</b>	

**Required Work Experience in Addition to Formal Education/Training:**  
Requires one years of prior work related experience.

**Required Supervisory Experience:**

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b>
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Oral and written communication skills.</li> <li>• Establishing and maintaining effective working relationships with school staff, students, and the public.</li> <li>• Communicating and enforcing school policies and procedures.</li> <li>• Applying judgment when dealing with angry, hostile or uncooperative individuals.</li> <li>• Compiling information and preparing reports.</li> <li>• Securing school building.</li> <li>• Monitoring school building, grounds and property.</li> <li>• Monitoring student behavior.</li> </ul>
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<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Incumbent is exposed to some disagreeable, hostile, disruptive, uncooperative and/or angry people. This position could be exposed to blood born pathogens and other bodily fluids.
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>			<b>x</b>	
<b>Walk</b>			<b>x</b>	
<b>Sit</b>		<b>x</b>		
<b>Use hands dexterously (use fingers to handle, feel)</b>			<b>x</b>	
<b>Reach with hands and arms</b>		<b>x</b>		
<b>Climb or balance</b>		<b>x</b>		
<b>Stoop/kneel/crouch or crawl</b>		<b>x</b>		
<b>Talk or hear</b>				<b>x</b>

Taste or smell		x		
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Physical (Lift & carry): up to 10 pounds		x		
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
<p><b>Physical requirements associated with the position can be best summarized as follows:</b></p> <p><b>Light Work:</b> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job .</p>

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

<p><b>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</b></p>	
<p>_____</p> <p><b>Department Head's Signature</b></p>	<p>_____</p> <p><b>Date</b></p>
<p>_____</p> <p><b>Human Resource's Signature</b></p>	<p>_____</p> <p><b>Date</b></p>
<p><b>Classification History:</b></p>	