



NEW: 08/07/2019  
 Submitted: 08/06/2019

JOB TITLE:	SUBSTITUTE MONITOR IN-SCHOOL SECURITY
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	SUB – 42
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8759
BARGAINING UNIT:	SUBC

**SCOPE OF RESPONSIBILITIES**

Assists in the direct supervision of student activities by maintaining order and acceptable conduct of students. Provides protection for students and faculty by patrolling all school grounds.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Provides in-school security for school faculty, staff, and students
- Prevents trespassers from entering the school building or remaining in the building if there without authorization
- Monitors student activity in the hallway and cafeteria
- Escorts students to the office when assistance is requested by school staff
- Assists the local school administration in forming and implementing policy or procedures for dealing with student discipline
- Reports all incidents that occur in the assigned school
- Makes recommendations to the local and system wide service office administration for the improvement of the security plan for the assigned school
- Monitors loading and unloading of school buses at the assigned school
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving exposure to marked changes in temperature and humidity.

**MINIMUM QUALIFICATIONS**

- High School Diploma or G.E.D.
- Must be twenty-one (21) years of age
- Meet qualifications for commission from Department of Justice
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Experience in a diverse workplace