

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: Campus Monitor
WORK YEAR: 180-Day

JOB DESCRIPTION: Under the general supervision of an Assistant Principal or designee, the Campus Monitor will patrol and supervise campus activities to assure the well-being and safety of students and staff in non-classroom activities; assure compliance with school rules, regulations and with the student's rights and responsibilities.

ESSENTIAL JOB TASKS:

- Patrol and supervise assigned areas of campus, assuring students are safe, orderly and within supervised areas; assure non-students on campus are authorized visitors; monitor lunch areas, walkways, restrooms and parking lots. Enforce school and District rules, regulations and procedures; investigate and report unusual, suspicious or criminal activities; prevent or break up student conflicts and fights; inspect property for and report graffiti and vandalism; write referrals and detention slips as necessary.
- Escort and direct authorized visitors to desired destinations; escort delinquent students to and from administrative offices; retrieve students as requested by administrators. Monitor hall passes during instructional periods.
- Communicate with students, parents, administrators and staff concerning student behavior, attendance and assigned activities; report incidents involving students; personnel and the public to school and District administrators and local law enforcement agencies.
- Help administration with emergency evacuations and drills.
- Operate and respond radio on two-way radio. Using proper etiquette communicating with students, staff and the public.

- Prepare and maintain various logs, records and reports related to daily activities, events and incidents.
- Unlock and lock gates, hallway doors and bathrooms as assigned.
- Administer basic first aid to students and staff as necessary.
- Maintain regular and prompt attendance in the workplace.
- Perform related duties as assigned.

QUALIFICATIONS

1. Knowledge of:
 - Basic methods of individual and group supervision
 - Basic interests, attitudes and emotional development of adolescents.
 - Oral and written communication skills

- Health and Safety Regulations including School operations, rules, emergency protocols, student rights and responsibilities. Inter-personal skills using tact, patience and courtesy.
- Basic record-keeping and report preparation techniques
- Basic first aid and CPR procedures.

2. Ability to:

- Work well with high school age students
- Work outdoors under a variety of weather conditions.
- Make appropriate decisions and interpretations of school rules and policies.
- Work well with administration, staff and students.
- Pass a physical for the position.

EDUCATION AND EXPERIENCE:

- A High School diploma or equivalent.
- Experience in working with high school age students.
- Valid CPR and First Aid Certificate

WORKING CONDITIONS

Environment

- Indoor and outdoor environment
- Seasonal heat and cold or adverse weather conditions

Physical Demands

Employees in this position must have/be able to:

- Lift and/or carry up to 50 lbs at waist height for short distances.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See, hear, speak with/without assistive devices sufficient to communicate effectively with others.
- Bend/twisting at the waist, knees, neck.
- Kneeling, crouching occasionally while assisting students
- Reach overhead, above the shoulders and horizontally; grasp.
- Push/pull up to 80 lbs for short distances.
- Standing and walking for extended periods of time, constantly throughout work shift on concrete, grass, track, court, uneven surfaces etc.
- Sitting Seldom
- Climbing occasionally; steps and stairs at schools sites and climbing on playground equipment to assist students.
- Seeing to monitor student activities.
- Dexterity of hands and fingers to operate assigned equipment.
- Physical agility and stamina
- Running

HAZARDS:

Protentional physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.

Contact with dissatisfied or abusive individuals.

SALARY PLACEMENT

CSEA Salary Schedule, Range B

180 days

CSEA Notification: 3/10/22

Board Approval 4/5/22

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.