

CLARK COUNTY SCHOOL DISTRICT

CLASS TITLE: CAMPUS SECURITY MONITOR

Class Code: 4170

Grade: 44

CLASS DEFINITION AND SUMMARY:

Under general supervision of school administration assists in maintaining a safe and secure school environment to assist in promoting student achievement.

ESSENTIAL TASKS OF THE POSITION: (Illustrative, not inclusive)

Patrols school campuses and other areas, as assigned, to insure personal, building, and equipment security. Examines doors, windows, and gates to insure security; uses District keys to open and close buildings; monitors closed buildings for unauthorized persons and/or suspicious activities.

Informs and warns violators of rule infractions.

Provides assistance for visitors.

Observes and monitors student behavior outside the classroom.

Intercedes, as necessary, to prevent infractions.

Maintains positive relationships and act as a liaison with law enforcement, school and district staff, students, parents, and community members.

Notifies administrators of issues that require immediate attention.

Assists in carrying out emergency response plans (e.g., fire drills, bomb threats, lock downs).

Enforces school rules and refers students to administration for further discipline.

Operates a two-way radio to communicate with school office and other school security personnel.

May be required to diffuse threatening situations/confrontations.

May administer CPR/AED, as necessary.

Observes and gathers information regarding inappropriate activities.

Assists in the prevention of problems that may occur on campus and other areas, as assigned, by being mobile and visible.

Prepares Student Incident Reports, referrals, and witness statements, as necessary.

May be required to provide coverage of security surveillance cameras.

Conforms to safety standards as prescribed.

Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves physically patrolling school campus and other areas, as assigned, to monitor student activities and reporting incidents to administrators and school police.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of safety rules and procedures to be observed and standards of courtesy and behavior expected of students.

Knowledge of interpersonal skills using tact, patience, flexibility, and customer service orientation.

Knowledge of and skill in performing building security and lock procedures.

Knowledge of the operation of a two-way radio and public security codes.

Knowledge of CPR/AED and universal precautions.

Ability to successfully conduct security patrols without direct supervision.

Ability to patrol and monitor school campus and other areas, as assigned, to maintain order and security.

Ability to learn, and apply, relevant NRS and District rules, policies, and regulations and school procedures.

Ability to perform duties with patience, tact, and good judgment, within established guidelines.

Ability to communicate effectively both orally and in writing in a professional manner.

Ability to prepare clear and concise incident reports and witness statements, as necessary.

Ability to maintain confidential information.

Ability to interact effectively with persons of divergent cultural and educational backgrounds.

Ability to determine when to intervene in physical confrontation, defuse/de-escalate confrontations, and when to refer situations to an administrator or school police officer.

Ability to communicate and act effectively in a crisis situation.

Ability to handle multiple tasks under stressful situations.

Ability to work flexible hours and shifts.

Ability to establish and maintain cooperative and effective working relationships with employees, students, parents, and the public/community.

Ability to recognize and report hazards and apply safe work methods.

QUALIFICATIONS:

TRAINING AND EXPERIENCE:

High school graduation or other equivalent (e.g., GED, college, technical, or trade school transcript, foreign equivalency, etc.).

Experience working with children and/or youth.

Successful completion of CCSD Campus Security Monitor training, as determined and approved by the District.

Annual recertification as a CCSD Campus Security Monitor is required.

LICENSES AND CERTIFICATES:

Current Cardio-Pulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) certificate from an American Heart Association and/or American Red Cross approved course. This approval must be specifically stated on the certificate. Certification must be maintained for the duration of the assignment. CCSD Campus Security Monitor certificate. Must be maintained for the duration of the assignment. Defensive Tactics Course certificate. Must be maintained for the duration of the assignment.

PREFERRED QUALIFICATIONS:

1. Professional work experience with children/youth
2. Bilingual preferred.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (e.g., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. Verification of successful completion of CCSD Campus Security Monitor training.
3. Current Cardio-Pulmonary Resuscitation/Automatic External Defibrillator certificate, as indicated above.
4. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District school campuses (classrooms, corridors, restrooms, cafeterias, playgrounds, locker rooms, gymnasiums, etc.).

Strength: Light - exert force up to 50 lbs. occasionally, or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Physical Demands: Strength to break up fights between and among students. Standing for extended periods of time and walking for long periods of time; running, crouching, bending; and carrying objects weighing up to 50 lbs.; reading hand and typed notes and memoranda; hear normal voice-range frequencies and communicate on a two-way radio; speaking to exchange information in person and on the telephone. Occasional climbing, balancing, stooping, kneeling, crawling, reaching, handling and repetitive fine motor activities. Vision: Frequent near and far acuity, depth perception, focal length change, color vision and field of vision.

Environmental Conditions: Exposure to outside weather conditions with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Mandatory uniform and hand-held radio will be provided.

Clark County School District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Clark County School District will provide reasonable accommodations to qualified individuals with disabilities.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel. Notification may be made in person, in writing, or by calling: (702) 855-5444.

06/02/04

Revised: (11/18/04, 04/14/05; 05/16/05; 07/15/05; 06/12/07; 10/17/08)