



CITY OF WILTON MANORS

"THE ISLAND CITY"

POSITION DESCRIPTION

Position Title: Campus Monitor
Level / Grade: A1 / 1
FLSA Status: Non-Exempt

GENERAL DESCRIPTION OF DUTIES

Under direction of the Campus Administrator, the purpose of the position is to assist in the monitoring of the campus and to support the security efforts at the campus. Majority of contact is with students and school employees within different departments, utilizing communication skills requiring tact and courtesy to give or receive information directly related to performing the job. Performs other duties as dictated by the nature of the program.

ESSENTIAL JOB FUNCTIONS

Because it is difficult if not impossible to present a finite list of every possible function to be performed by employee, the City of Wilton Manors reserves the right in its sole and absolute discretion to modify and update this job description and to ask employee to perform tasks beyond the duties presented herein. In the event a change is necessary to update the essential functions of the job, the City will provide as much notice as practicable to the employee.

- Visually observe student behavior during campus hours on school property.
- Report serious disturbances to the campus administration.
- Visually monitor through security cameras, campus buildings, and grounds for the presence of outsiders on campus.
- Report to administration or security students that are in the hallways during a class time.
- Maintain a daily log of suspicious activities when monitoring cameras.
- Physically patrol and monitor all campus buildings and grounds.
- Determine the reason for the presence of outsiders on campus.
- Stop and question all students not in class during class time.
- Monitor parking lots and student gathering areas before, during, and after school.
- Report any safety or security problems to the administration.
- Participate successfully in the training programs offered to increase the individual's skills and proficiency related to the assignment, to include cultural diversity, conflict resolution, and sensitivity training.

- Review current developments, literature, and technical sources of information related to job responsibility.
- Complete the annual District-required in-service training.
- Ensure adherence to safety rules and procedures.
- Follow Federal and State laws, as well as School Board policies.
- Performs other duties as assigned by the principal/designee.

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED; supplemented by four (4) years of previous successful work experience, to include one year of working with students.

Special Qualifications

Minimum age of 21 years old with a demonstrated ability to communicate and work effectively with students to analyze situations that relate to student activity and security. In middle school and high school, a security specialist is required to be present before this position may be filled unless waived by the affected Cadre Director. In the elementary school, a School Campus Monitor can be employed without a security specialist being present. Bilingual skills preferred. Computer skills in such areas as word processing, spreadsheets, and visual presentation preferred.

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.