

# SCHOOL DISTRICT OF OKEECHOBEE COUNTY

## SECURITY MONITOR

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High school diploma or equivalent and TABE Test.
- (2) Ability to work independently and make appropriate decisions.
- (3) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate and communicate effectively with students, teachers, and parents. Ability to communicate orally and in writing. Ability to operate or learn to operate a variety of technology and equipment. Ability to perform clerical responsibilities. Ability to cooperate and work as a member of a team.

#### REPORTS TO:

Principal or designee

#### JOB GOAL

To assist administrative staff and faculty in maintaining a safe and secure campus.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Ensure all persons entering and/or exiting assigned location are authorized to be at the location.
- \* (2) Address security violations in accordance with prescribed school and district policies and procedures and administrative directives.
- \* (3) Report illegal activities and school or district rule violations to appropriate administrators and/or school resource officers.
- \* (4) Ensure students out of class have proper authorization; ensure students leaving campus are permitted to do so; report violations.
- \* (5) Provide security by checking visitor and parent identification; provide direction and information as requested.
- \* (6) Patrol parking areas for the purpose of securing lots and ensure all vehicles comply with parking permit rules.
- \* (7) Tour the campus and/or monitor assigned locations for general school violations; report violations.
- \* (8) Monitor interactions between student, staff, or other persons for proper physical and verbal behaviors related to harassment or discrimination.
- \* (9) Operate assigned communication equipment in reporting and receiving information relating to duties.

## **Security Monitor - Continued**

- \*(10) Record various information related to security monitoring activities, i.e., recording names and arrival times, recording vehicle descriptions, preparing tardy slips, maintaining tardy lists.

### **Employee Qualities/Responsibilities**

- \*(11) Meet and deal effectively with the general public, staff members, administrators and other contact persons using tact and good judgment.
- \*(12) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(13) Ensure adherence to good safety standards.
- \*(14) Maintain confidentiality regarding school/workplace matters.
- \*(15) Model and maintain high ethical standards.
- \*(16) Maintain expertise in assigned area to fulfill position goals and objectives.
- \*(17) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### **Inter/Intra-Agency Communication and Delivery**

- \*(18) Exercise service orientation when working with others.
- \*(19) Keep supervisor informed of potential problems or unusual events.
- \*(20) Use effective, positive interpersonal communication skills.
- \*(21) Respond to inquiries and concerns in a timely manner.
- \*(22) Serve on school/district committees as required or appropriate.

### **System Support**

- \*(23) Exhibit interpersonal skills to work as an effective team member.
- \*(24) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(25) Demonstrate support for the school district and its goals and priorities.
- \*(26) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(27) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(28) Participate in cross-training activities as required.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

## **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Job Description Supplement 05

## **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

## **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved: May 8, 2012