

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

REGIONAL CAMPUS SECURITY MONITOR

SALARY SCHEDULE: SSP- 8

COST CENTER: DEPARTMENT OF SAFETY AND SECURITY/SCHOOL POLICE 9035

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) State of Florida Class "D" Security Officer License
- (3) Must be able to communicate effectively with diverse groups of people.
- (4) Demonstrated experience in school security and/or general security preferred.
- (5) Experience as a supervisor

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of school and/or other security principles. Knowledge of current computing technologies and software applications appropriate to the position's performance responsibilities. Demonstrated ability to work effectively and courteously with diverse groups of people. Ability to effectively communicate, both orally and in writing. Ability to effectively work as a team member.

REPORTS TO:

Chief of School Police/Director, Safety and Security **or**
Site Administrator

JOB GOAL

To assist in providing a safe and secure learning environment for all District students, staff and visitors.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perimeter access control and patrol of School District properties.
- * (2) Observes and reports damages to School District properties.
- * (3) Assists School District personnel with issues regarding to safety, security and supervision/monitoring of persons and/or places.
- * (4) Assist with Emergency Drills at the schools and District ancillary facilities.
- * (5) Provide support for Emergency Management and Preparedness.
- * (6) Issues parking warning violations and/or citations as needed.
- * (7) Processing of security-related documents.
- * (8) Assist with video surveillance camera operations.
- * (9) Assist with the delivery of safety and security related training.
- * (10) Use positive, effective interpersonal communication skills.
- * (11) Adhere to high standards of punctuality, regular attendance and appropriate dress including appropriate uniform.
- * (12) Participate in workshops and training to update skills.
- * (13) Keep Supervisor informed of potential problems or unusual events.
- * (14) Respond to inquiries and concerns in a timely manner.
- * (15) Prepare all required reports, daily logs and maintain all appropriate records.
- * (16) Follow all School Board policies and department policies and procedures.

- * (17) Exhibit interpersonal skills to work as an effective team member.
- * (18) Demonstrate support for the School District mission and its goals and priorities.
- * (19) Conduct oneself in the best interest of the District, in accordance with the highest traditions of public education.
 - (20) Monitor staff performance and make immediate improvements.
 - (21) Assign work to campus security monitors.
 - (22) Prepare all required reports and maintain all appropriate records.
 - (23) Make decisions regarding the best use of the monitors and most efficient posting schedule.
 - (24) Apply common sense to decision making process.
 - (25) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects or individuals. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

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.

Job Description Supplement No. 6

*Essential Performance Responsibilities