

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

Campus Safety Monitor

Job Description

December 2016

Reports to: Director of Security and Safety/Campus Principal

Status: Nonexempt

Term: 187 Days

Primary Purpose

To provide support with security by way of observing, reporting, and de-escalation of security and crisis related events

Qualifications

Education/Certification

High school diploma or GED

Special Knowledge/Skills

Effective communication and interpersonal skills

Ability to read and follow instructions

Possess a good driving record

Basic computers skills (i.e. data entry, report writing)

Experience

Requirement determined by supervisor

Major Responsibilities and Duties

1. Maintain a high level of confidentiality.
2. Maintain a high level of visibility on campus.
3. Maintain high knowledge of Standard Response Protocols.
4. Remain training and proficiency in CPI, basic first aid/CPR, Stop the Bleed, Civilian Response to Active Shooter Events (CRASE).
5. Display proficient levels of technological applications.
6. Communicate with students regarding code of conduct.
7. Enforce/report student code of conduct as policy dictates.
8. Notify principal and Directors of Security and School Safety of major security infractions.
9. Compile daily security reports.
10. Monitor facility lots before, during and after school.
11. Communicate with students, staff and visitors reading parking lot rules.
12. Ticket vehicles as regulations dictates.
13. Handle approved towing requests or vehicles when approved by Safe & Secure Leadership.
14. Patrol Athletic Facilities.
15. Roving foot patrol interior/exterior perimeter of campus throughout day.
16. Verify doors are secure throughout day.
17. Look for unusual activities and suspicious persons.
18. Patrol hidden areas of campus.
19. Assist with campus camera operations for investigative purposes.
20. Provide effective and efficient crisis communication (radio and phone).
21. Assist with arrival/dismissal of staff and students.

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22. Assist with visitor check in and check out.
23. Assist campus leadership in providing safety and security for students.
24. Assists with campus safety drills, audits and emergency action plan execution.
25. Provide written or oral reports as required.
26. Provide support in areas of campus that are safety vulnerable.
27. Stay up-to-date professionally through the selection of quality staff development opportunities for personal growth.
28. Research district policy, precedent, and current practices prior to taking action.
29. Participate as an effective team member who contributes to district, department, and content goals.
30. Demonstrate integrity and ethics.
31. Utilize time wisely for effective management of job responsibilities.
32. Maintain punctuality in daily work times, appointments, and meetings.
33. Maintain a clean and professional appearance.
34. Maintain friendly customer-service-driven interactions with all stakeholders, students, teachers, administrators, visitors and co-workers.
35. Wear assigned uniform identifying you as a member of the Security and School Safety Team.
36. Work cooperatively with co-workers and supervisors to ensure the goals of the school/department are met.
37. Maintain a positive and professional tone in all communication (i.e. email, written, and verbal).
38. Perform other duties and accept other responsibilities as assigned by campus administrator.

Working Conditions

Mental Demands

Effective communication; concentration while performing duties; maintain emotional control under stress; Report editing; two-way radio operations

Physical Demands/Environmental Factors

Heavy walking and standing (8hrs day); bending; lifting; daily driving; exposure to weather.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____