



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	School Campus Monitor	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5004 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 57 Range: 38

BASIC FUNCTION:

Under the direction of an assigned supervisor, patrol and monitor campus activities to assure the well-being and safety of students and staff at assigned fixed locations on school grounds; assure student compliance with school and organizational rules and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Patrol and monitor campus activities to assure the well-being and safety of students and staff at assigned fixed location(s) on school grounds assuring students are safe, orderly and within supervised areas; monitor after-school activities as directed
- Enforce school and organizational rules, regulations and procedures; investigate and report unusual, suspicious or criminal activities; prevent or break up student conflicts and fights at assigned fixed location(s) on school grounds; write student referrals as necessary
- Monitor student behavior and activity during passing periods and lunchtime;; escort and direct authorized visitors to desired destinations or escort unauthorized persons off campus, and notify district administrators; escort delinquent students to and from administration offices;; escort students to office as necessary
- Communicate with students, administrators and staff concerning student behavior and assigned activities; report incidents involving students, parents, staff and the public to school administrators;
- Maintain assigned campus areas in a safe and orderly condition; report hazardous or dangerous situations on school property
- Assist in the supervision of students during school-related activities such as athletic events, assemblies, dances and graduation as assigned; assist with tardy sweeps as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- School rules and regulations
- Current social and behavioral problems affecting local students
- Basic methods of individual and group supervision
- Oral and written communication skills
- Health and safety regulations
- Interpersonal skills using tact, patience and professionalism
- Standard broadcasting procedures of a hand-held two-way radio system

ABILITY TO:

- Patrol and supervise campus activities to assure the well-being and safety of students and staff in non-classroom activities
- Assure student compliance with school and organizational policies and regulations
- Investigate occurrences of property damage and suspicious or criminal activity
- Learn, interpret, apply and explain rules and regulations
- Learn organizational operations, policies and objectives
- Prevent or break up student conflicts and fights
- Establish and maintain cooperative and effective working relationships with others
- Understand and follow oral and written instructions
- Determine appropriate action within clearly defined guidelines
- Communicate effectively both orally and in writing
- Observe health and safety regulations
- Operate a two-way radio

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above and one year of related experience

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of First Aid and CPR certification; complete a State-required and approved SB 1626 or other mandated training course

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor environment
- Seasonal heat and cold or adverse weather conditions

PHYSICAL DEMANDS:

- Standing and walking for extended periods of time
- Seeing to monitor student activities
- Hearing and speaking to exchange information

HAZARDS:

- Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior
- Contact with dissatisfied or abusive individuals
- Contact with blood-borne pathogens and infectious diseases
- May come in contact with armed and dangerous individuals