

Campus Security Monitor

Position Details

Class Code: 4170

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 52 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision of school administration, assists in maintaining a safe and secure school environment to promote student achievement.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Remains mobile and visible by patrolling school corridors, locker rooms, restrooms, assembly/athletic facilities, gymnasiums, bus loading areas, and other campus locations in order to observe student behavior and prevent school rule violations or unsafe activities, which may include physical interventions (e.g., jogging/running after student(s) to prevent them from doing harm to themselves or others.)
2. Examines doors, windows, and gates to ensure security; uses Clark County School District (CCSD) keys to open and close buildings; monitors closed buildings for unauthorized persons and/or suspicious activities.
3. Maintains alertness for problems likely to disrupt the educational process or to be injurious to persons/property; corrects or reports school rule violations and conditions hazardous to health/safety.
4. Approaches individuals entering school grounds, provides assistance, reports presence of unauthorized persons, and/or stops visitors on campus to ensure they have proper authorization.

5. Observes and monitors student behavior outside the classroom.
 6. Intervenes appropriately in situations likely to result in disruption/injury and imposes appropriate consequences for student misconduct in alignment with CCSD and school policies.
 7. Maintains positive relationships and acts as a liaison with law enforcement, school and CCSD staff, students, parents/guardians, and community members.
 8. Notifies administrators of bullying incidents, gang activities, threats of harm to students on/near campus, and other issues that require immediate attention.
 9. Assists in carrying out emergency response plans (fire drills, bomb threats, lockdowns, etc.).
 10. Refers students to administration in cases of flagrant/repeated violations of school policies; assists teachers in dealing with disruptive students, when requested.
 11. Operates a two-way radio to communicate with school office and other school security personnel.
 12. Diffuses threatening situations/confrontations positively and constructively.
 13. Administers Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), when necessary.
 14. Observes, intervenes, and gathers information regarding inappropriate activities.
 15. Prepares Student Incident Reports, referrals, and witness statements, as necessary.
 16. Operates all functions of various security surveillance cameras.
 17. Conforms to safety standards, as prescribed.
 18. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves physically patrolling school campus and other areas, as assigned, to monitor student activities and report incidents to administrators and school police.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of safety rules/procedures to be observed by students and standards of courtesy/behavior expected of students.
2. Knowledge of interpersonal skills using tact, patience, flexibility, and customer service orientation.
3. Knowledge of adolescent development, behavior, and social influences.

4. Knowledge of CCSD and community resources to assist students/families.
 5. Knowledge of investigation and property protection methods.
 6. Knowledge of and ability to use conflict resolution strategies/skills.
 7. Ability to perform building security/lockdown procedures and open/close school facilities.
 8. Ability to operate a two-way radio and use established public security codes.
 9. Ability to perform CPR/AED and use Universal Precautions, when necessary.
 10. Ability to patrol and monitor school campus and other areas to maintain order and security, as assigned.
 11. Ability to learn and apply relevant Nevada Revised Statutes (NRS), CCSD policies/procedures, and school rules.
 12. Ability to perform duties with patience and tact; ability to exercise sound judgment to maintain discipline and order within established guidelines.
 13. Ability to communicate effectively and professionally, both verbally and in writing.
 14. Ability to read handwritten/typed notes and memoranda.
 15. Ability to follow established investigatory protocols and prepare clear, concise incident reports and witness statements, as necessary.
 16. Ability to successfully conduct security patrols without direct supervision.
 17. Ability to interact effectively with persons of diverse cultural and educational backgrounds.
 18. Ability to determine when to intervene in physical confrontations, when to defuse/de-escalate confrontations, and when to refer situations to an administrator or school police officer.
 19. Ability to communicate and act effectively in a crisis.
 20. Ability to handle multiple tasks in stressful situations.
 21. Ability to work flexible hours and shifts.
 22. Ability to build, establish, and maintain cooperative, effective, and positive working relationships with students, co-workers, parents/guardians, and the public/community.
 23. Ability to recognize and report hazards and apply safe work methods.
 24. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.).

2. Experience working with children and youth.

NOTE: Candidates selected for this position will be required to complete CCSD Campus Security Monitor training prior to their start date. Training includes online modules, a physical agility test, and a full-day defensive tactics training. Successful trainees must maintain their Campus Security Monitor certificate for the duration of the assignment.

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Current CPR/AED certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certification must be uploaded into the application.
3. Current Clark County School District Campus Security Monitor certificate, if already acquired. Must be maintained for the duration of the assignment.

Preferred Qualifications

1. Professional work experience with children and youth.
 2. Bilingual preferred.
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. Copy of a valid driver's license or state-issued identification card.
 3. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certification must be uploaded into the application.
 4. Current CCSD Campus Security Monitor Certificate, if already in possession.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD school campuses – classrooms, corridors, restrooms, cafeterias, playgrounds, locker rooms, gymnasiums, other designated school areas, etc.

Work Environment

Strength

Medium - exert force up to 50 lbs., occasionally.

Physical Demand

Strength to break up fights among students. Standing and walking for extended periods of time. Running, jogging, crouching, bending, climbing, balancing, stooping, kneeling, crawling, reaching, handling, and repetitive fine motor activities. Carrying objects weighing up to 50 lbs. Hearing normal voice-range frequencies. Hearing and speech to communicate on a two-way radio, in-person, via video conference and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Exposure to outside weather conditions with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Two-way radio will be provided.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative

solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 01/10/24
- Created: 07/01/88