

Campus Security Monitor

Position Details

Class Code: 4170

Job Family: Para-Professional/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade](#) 44 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 assist in promoting 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 and athletic facilities, gymnasiums, bus loading areas, and other campus locations in order to observe student behavior and prevent violations of school rules or unsafe activities which may include physical interventions (i.e., jogging or running after a student to prevent them from doing harm to him/her self or others).
2. Examines doors, windows, and gates to ensure security; uses Clark County School District keys to open and close buildings and; 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 or property; corrects or reports school rule violations and conditions hazardous to the health and safety of pupils, the public, and the staff.
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 or injury and imposes appropriate consequences for student conduct in alignment with District and school policy.
 7. Maintains positive relationships and acts as a liaison with law enforcement, school and District staff, students, parents/guardians, and community members.
 8. Notifies administrators of bullying incidents, gang activities, and/or threats of harm to students on or near campus, and other issues that require immediate attention.
 9. Assists in carrying out emergency response plans (i.e., fire drills, bomb threats, lock downs, etc.).
 10. Refers students to administration in cases of flagrant or repeated violations of school policies and/or regulations and assists teachers when requested in dealing with disruptive students.
 11. Operates a two-way radio to communicate with school office and other school security personnel.
 12. Diffuses threatening situations/confrontations in a positive and constructive manner.
 13. Administers Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED), as 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 and procedures to be observed by students and standards of courtesy and behavior expected of students.

2. Knowledge of interpersonal skills using tact, patience, flexibility, and customer service orientation.
 3. Knowledge of and skill in performing building security and lock procedures, both opening and closing of school facilities.
 4. Knowledge of adolescent development, behavior, and social influences.
 5. Knowledge of the operation of a two-way radio and use established public security codes.
 6. Knowledge of District and community resources to assist students and families.
 7. Knowledge of methods of investigation and property protection.
 8. Knowledge of and ability to use conflict resolution strategies/skills.
 9. Ability to perform and use CPR/AED and 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) and District rules, policies, regulations, and school procedures.
 12. Ability to perform duties with patience and tact and to exercise good judgment to maintain discipline and order within established guidelines.
 13. Ability to communicate effectively both orally and in writing in a professional manner.
 14. Ability to read hand-written and typed notes and memoranda.
 15. Ability to follow established investigatory protocols and to prepare clear and 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 divergent 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 under 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 (i.e., General Education Development (GED), foreign equivalency, etc.).
2. Experience working with children and youth.
3. Successful completion of Clark County School District Campus Security Monitor training, which includes the online modules, a physical agility test, and any tests administered during the full day defensive tactics training. Training must be successfully completed prior to the start date in the position.

Licenses and Certifications

1. Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (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.
2. Current Clark County School District Campus Security Monitor certificate. Must be maintained for the duration of the assignment.

Preferred Qualifications

1. Professional work experience with children and youth.
2. Bilingual preferred.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Successful completion of the District's Campus Security Monitor Training. Training must be successfully completed prior to the start date in the position.
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. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

Clark County School District 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 between and among students. Standing for extended periods of time and walking for long periods of time. Running, jogging, crouching, and 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, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, and 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

Mandatory uniform and 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: 05/17/22
- Created: 07/01/88