



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Security Monitor	Department: High School/Middle School	
Immediate Supervisor's Position Title: Principal	FLSA Status: Non-Exempt	Classification Level: Grade ____
Job Summary: Under the direction of the Principal, the Security Monitor is responsible for providing security for school buildings and district property to ensure the safety of students, employees, visitors and the general public. The Security Monitor patrols school buildings and property monitoring student behavior, implementing appropriate disciplinary procedures, and supervising traffic flow and parking usage. The Security Monitor responds to emergencies, intervenes in conflicts, and works with building administration to direct students and employees in crisis situations.		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains the safety and security of students, employees, and visitors.
 - a) Monitors school hallways, common areas, grounds and parking lots to ensure student safety.
 - b) Observes student behavior for drug, alcohol and tobacco use and informs school administration of incidents.
 - c) Investigates incidents involving allegations of inappropriate actions by students. Assists administrators and law enforcement during investigations of potentially illegal activity on school property to the extent allowed by law.
 - d) Discusses rule and policy violations with students and provides written reports to building administration for the assignment of discipline as necessary.
 - e) Monitors for student truancy and informs school administration of incidents.
 - f) Provides security at extra-curricular events outside of school hours and including weekends and evenings as needed.
 - g) Assists administration in identifying students who might need special monitoring or assistance due to disciplinary or personal issues.
 - h) Abides by student privacy laws (MGDPA, FERPA, etc.).
 - i) Compiles information from student, employee, and visitor incidents and completes established reporting procedures as directed by school administration.
- Maintains the security of school buildings and property.
 - a) Patrols school buildings and property including student and employee parking areas to ensure safety.
 - b) Monitors for unsafe driving and illegal parking on school property.
 - c) Reports unsafe conditions and potential safety hazards on school property to administration.
 - d) Works with administration to monitor security cameras when needed for students, employees, or visitor safety.
 - e) Monitors school buildings and property for vandalism, theft, trespassing, and unauthorized personnel.
 - f) Maintains security records, logs and reports.
- Works with building administration during crisis situations including fire, tornado and intruder drills, weapons control, student disturbances, etc.
- Performs physical requirements that might include restraint of students or adults during hostile situations and/or chasing trespassers or other offenders.
- Performs other duties of a comparable level or type, as required by supervisor.
 - a) Attends training sessions, conferences, seminars, and district in-services or staff meetings.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<p>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</p>	
<p>Minimum Educational and Experience: Requires a minimum of two (2) year Associates/Technical degree in law enforcement, criminal justice or related field and a minimum of one (1) year directly related experience; or an equivalent combination of education/experience necessary to perform the requirements of the position.</p>	
<p>LICENSE/ CERTIFICATION</p>	<p>Identify licenses/certification required upon hiring: CPI, CPR and First Aid Certification within six (6) months of hire. Valid Minnesota driver's license and evidence of mobility.</p>
<p>ESSENTIAL KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THE WORK</p>	<p>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</p> <ul style="list-style-type: none"> • Knowledge of child development fundamentals and concepts. • Knowledge of student behavior and behavior management strategies and methods. • Knowledge of school district policies, procedures, and administrative practices. • Knowledge of Minnesota Government Data Practices Act (MGDPA), Family Education and Privacy Act (FERPA), and other laws applicable to private educational data. • Knowledge of student disabilities and the associated accommodations. • Knowledge of law enforcement policies and procedures sufficient to assist and collaborate with school liaison officers. • Knowledge of crisis intervention techniques and methods. <p>Skilled in:</p> <ul style="list-style-type: none"> • Establishing and maintaining effective relationships with students, employees, visitors, and representatives of other agencies. • Influencing, persuading and serving as a positive role model for students. • Working with and through building and district-level leadership. • Utilizing good judgment when working uncooperative, hostile or angry individuals. • Verbal and written communication. • Communicating and enforcing school district policies, procedures, and administrative practices. • Developing and presenting ideas to district stakeholders. • Using and operating computers and applying office productivity software such as word processing, spreadsheet, database or customized software. • Performing work assignments requiring attention to detail, precision and accuracy. • Monitoring and observing human behavior. • Compiling information and creating reports.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)									
Physical Activities	Amount of Time Spent				Amount of Time Spent				
	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand				X	Up to 10 lbs				X
Walk				X	Up to 25 lbs			X	
Sit		X			Up to 50 lbs		X		
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell		X							

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
<p>Physical requirements associated with the position can be best summarized as follows:</p> <p>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body.</p>	
<p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i></p>	<p>Unusual or hazardous working conditions related to performance of duties:</p> <p>Incumbent is exposed to hostile environments involving angry, disruptive, and/or otherwise uncooperative people. The person working in this position might be exposed to blood borne pathogens and other human bodily fluids.</p>