

LEAD CAMPUS MONITOR

DEFINITION:

Under supervision of a senior high school administrator, to help maintain a safe and orderly environment by monitoring the school campus and other adjacent areas as may be assigned; to report unauthorized activities to appropriate supervisory personnel; to assist in the training and scheduling of part time campus monitors; to assist in the development, coordination, and implementation of programs designed to improve student behavior; to provide input regarding the evaluation of part time campus monitors; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are established only at the senior high school level.

ESSENTIAL FUNCTIONS:

Supervises students in halls, bus stops, parking lots and other non-classroom areas.

Patrols hallways, restrooms and other areas where students gather.

Tactfully and diplomatically deals with potential misconduct or misconduct by students.

Reports unauthorized activities to appropriate authority.

Provides information to school visitors and directs them to proper office.

Assist in training and scheduling of part time campus monitors.

May perform clerical duties in school offices and other related duties as required.

QUALIFICATIONS

Knowledge of:

Established school policies and procedures.

Ability to:

Learn and enforce school rules in areas of responsibility; maintain positive relationship with adolescents; deal tactfully and effectively with adolescents and adults; work independently and make decisions within the framework of established guidelines; keep records and maintain reports; to supervise and train others.

Education and Experience:

Experience in youth related activities desirable; equivalent to completion of the twelfth grade.
9/8/94 ldcmpmon