

Job Title: SECURITY MONITOR
Reports to: District Chief of Police
Dept./School: Assigned Campus
Wkly/Hrs Worked: 40 Hours
Wage/Hour Status: Non-exempt
Date Revised: October 27, 2025

Primary Purpose

Responsible for maintaining a safe and secure environment for students, staff, and visitors within the school premises. This role involves monitoring school grounds and collaborating with school administration and local law enforcement to ensure the well-being of the school community.

QUALIFICATIONS

Education/Certification

GED or High School Diploma, preferred

Special Knowledge/Skills

Good oral and written communication skills
Meet the physical requirements of the position
Be able to speak English well enough to give instructions to all children
Be able to meet the public and give instructions in English if necessary
Strong observation skills
Knowledge of using two-way radios and surveillance systems

Experience

Some experience working with children

MAJOR RESPONSIBILITIES AND DUTIES

General Duties

1. Oversee the safety of students crossing the street to and from school in the morning and in the afternoon.
2. Assist with cafeteria /recess duty as directed by principal.
3. Maintain all equipment in proper working condition and appearance.
4. Report to the District Chief of Police any problems experienced during his/her duty cycle; to also include the reporting to campus police and campus administrators any suspicious activity, safety concerns, and student behavior problems as they happen.
5. Monitors students in non-classroom areas before and after school. Includes checking student ID's as needed. Monitor for student truancy.
6. Enforcing district process and procedures to include student code of conduct to ensure students are adhering to the guidelines established by the district.
7. Being vigilant and patrolling designated areas to identify and report any suspicious activity, unauthorized individuals, or dangerous conditions.
8. Control access points, ensuring only authorized individuals enter the school.
9. Direct visitors to the appropriate entrance and ensure only authorized individuals enter the campus.
10. Assisting with the directing of pedestrian and vehicle traffic during arrival and dismissal to ensure student safety.
11. Work with school administration/staff to promote a safe environment for students.

Other

12. Perform other duties assigned by supervisor.
13. Maintain confidentiality of information.

Supervisory Responsibilities

None

EQUIPMENT USED

Road cones, battery operated flashing lights, and handheld stop signs. Opening/closing of gates, use of radio.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

This position is located outside on the street; therefore, weather conditions vary a great deal, from hot in the summer to very cold in the winter and sometimes wet. Good visual and auditory acuity to monitor surroundings and reporting situations

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____