

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Campus Safety Monitor	Wage/Hour Status:	Non-Exempt
Reports To:	Safety and Security Coordinator	Pay Range:	731
Dept./School:	Safety and Security Services	Date Revised:	05/10/19

Primary Purpose:

Promote a safe and secure environment for students, visitors and employees.

Qualifications:

Education/Certification:

- High School Diploma or GED equivalent (required)
- Twelve (12) hours of college credit from accredited institution (preferred)
- Ability to obtain any certifications or clearances necessary to perform assigned duties
- Valid Texas Driver's license

Special Knowledge/Skills:

- Working knowledge of video surveillance systems, access control systems and similar security systems (preferred)
- Proficiency in (or aptitude for) use of relevant technology (security systems, MS Office, etc.)
- Strong interpersonal (verbal and written) communication and customer service skills
- Ability to maintain professionalism when handling difficult persons or emergency situations
- Ability to recognize problems and execute corrective measures

Experience:

- Two years experience in a high-volume, customer service environment
- Two years experience in security monitoring or dispatch, security technology, law enforcement, public safety communications, or similar experience (preferred)

Major Responsibilities and Duties:

- Operate access control systems at senior high school campuses and other schools and facilities
- Communicate via video/intercom systems with persons seeking access to buildings and verify their authorization to enter
- Monitor video surveillance system and related security systems
- Walk interior and exterior of buildings and other areas for the purpose of detecting suspicious circumstances or safety and security risks

Job Title: Campus Safety Monitor

Monitor two-way radio systems and serve as emergency point of contact when needed

Notify campus administrators, school resource officers, local law enforcement, and others of incidents requiring intervention

Initiate emergency actions such as Lockout or Evacuation when directed or when authorized

Make written reports, keep logs, track activity as required

Interpret events observed accurately and determine appropriate action to take, occasionally under urgent or emergency circumstances

Review and download/export video recordings for approved purposes or authorized requests

Transport and operate walk-thru and handheld metal detector (magnetometer) equipment as assigned

Operate district-owned vehicles as assigned

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Working Conditions:

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress;

Physical Demands/Environmental Factors:

Prolonged viewing of video monitors and computer screens; frequent standing, walking, sitting, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer, keyboarding, mouse, and repetitive hand motions; occasional prolonged or irregular hours; exposure to inclement weather; frequent district-wide travel and occasional state-wide travel

Acknowledgment:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above-required knowledge, skills, and abilities may be an acceptable substitute for the above-specified education and experience requirements at the sole discretion of District Administration.

Approved By: _____

Date 05-10-19

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____

Date: _____