

JOB DESCRIPTION

Castro Valley Unified School District

Campus Monitor (formerly Noon Supervisor)

Purpose Statement

The job of Campus Monitor is done for the purpose/s of providing support to the instructional process with specific responsibilities for ensuring the safety and welfare of students during non-classroom activities (e.g. breakfast, lunch, recess periods); minimizing the frequency and/or severity of harmful incidents; enforcing school rules and policies; and communicating observations and/or incidents that have a potential impact on the general well being of students, school personnel, and/or visitors.

Essential Functions

- Communicates safety and security policies and enforcement procedures to students for the purpose of ensuring their understanding of such information and the potential consequences of violation.
- Intervenes in potential conflicts and emergency situations for the purpose of minimizing disruptions of campus activities and/or injury to involved parties.
- Monitors student behavior in a variety of settings (e.g. playground, cafeteria, rest rooms, hallways, library, etc.) for the purpose of ensuring student compliance with established guidelines, maintaining a safe and positive learning environment, and secure facility.
- Participates in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (incident reports, behavior reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Refers incidents including personal injuries, altercations, suspicious activities, rule violations, etc. to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative and student safety guidelines.
- Responds to a variety of situations (e.g. accidents, injuries, altercations, emergencies, etc.) for the purpose of taking the appropriate action to resolve immediate concerns.

Other Functions

- Performs reasonably related job functions as may be required for the purpose of supporting other personnel in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: observing, analyzing, and responding appropriately to student behaviors.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures, conflict resolution techniques, discipline procedures.

ABILITY is required to collect data and use basic job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job –related equipment. Independent problem solving is required to identify issues and create action plans. Specific ability based competencies required to satisfactorily perform the functions of the job include: displaying good judgement, tact and courtesy; maintaining confidentiality; communicating with diverse groups; and establishing and maintaining effective working relationships.

Responsibility

Responsibilities include: working under limited supervision using standardized procedures and providing information and/or advising others. Utilization of some resources from other work units may be required to perform the job’s functions. There is a continual opportunity to have some impact on the organization’s services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, and 25% standing. The job is performed under some temperature extremes under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Required Testing

Merit System pre-employment proficiency exam
Pre-employment physical exam

Certificates and Licenses

Mandatory Reporter Certificate
CPR/First Aid Certificate desired

Continuing Educ./Training

Continued training to maintain skill level and compliance with industry standard
Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

06/27/19

Salary Range

Range 20, Step A (without CPR/First Aid)
Range 20, Step B (with CPR/First Aid)