



Medford SD 549C Job Description

The Medford School District is a premier school district that inspires remarkable achievement, and empowers students to succeed and contribute in a changing world.

Job Title: Campus Monitor III
Supervisor: Principal
FLSA Status: Nonexempt

Summary: Supervises students throughout the school site and assists teachers as necessary.

Essential Duties and Responsibilities:

- Supervises students throughout school site including in the cafeteria, at recess, in hallways, and in the classroom in compliance with school policies, District policies and procedures and state laws.
- Evaluates and provides minor first aid in compliance with District policies.
- Maintains safe environment for students at all times.
- Keeps school officials informed of safety conditions on campus.
- Maintains knowledge of all District policies and procedures for school grounds including "Crisis Plan" procedures.
- Cooperates with law enforcement agencies and may investigate thefts, accidents and neighbor complaints.
- Assigns discipline within routines and procedures as established by the school administration.
- Writes referrals, contacts parents and meets with parents and administrators regarding student discipline or attendance issues.
- Enforces closed campus regulations.
- Maintains accurate records on investigating incidents and pertinent interactions with staff, students and parents.
- Maintains competency in all position responsibilities.
- Complies with all safety and work rules, policies and procedures.
- Responsible for proper utilization, operation and maintenance of all department resources.
- Provides support to other positions as needed.
- Assumes additional responsibilities as appropriate with little or no supervision.
- Other related duties may be assigned.

Marginal Duties and Responsibilities:

- Assists office staff as required, i.e., answers phones, operates school equipment, cleans out lockers.
- Assists teachers in the classroom as needed.

Supervisory Responsibilities:

- All employees of the Medford School District have responsibility for supervising students and assisting in maintaining a safe environment.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High School Diploma, GED, or one to three years' related experience and/or training or equivalent combination of education and experience. Preferred background in supervising of students and/or adults.

Interpersonal Skills: Ability to interact appropriately with teachers, staff, members of the community, students and others including local law enforcement. Focuses on solving conflict; maintains confidentiality; Contributes to building a positive team spirit.

Language Skills: Ability to communicate fluently in English both verbally and in writing. Preference may be given to applicants who are fluent in both English and Spanish. Ability to effectively present information in one-on-one and small group situations to other district employees. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving a few concrete variables in a variety of unpredictable situations.

Computer Skills: General knowledge of computer usage and ability to use database software, e-mail, internet software, spreadsheets and word processing software.

Certificates, Licenses, Registrations: Certificates as determined by the District including valid CPR/First Aid card.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision. Speaking clearly enough to be able to be understood by others. Identifying and understanding the speech of another person. Emotional stability to work effectively under pressure and to keep all aspects of the job under control.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate. The employee is exposed to wet or humid conditions, as well as outdoor weather conditions. Employee may be exposed to bloodborne pathogens. Employee may be subject to temperature fluctuations, fumes, odors and dust.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature: _____

Date: _____