

8. Develop and coordinate a continuing evaluation of safety and security and make recommendations based on findings. Monitors student behavior and alert campuses to help them enforce school rules related to student conduct.
9. Demonstrates teamwork through positive and cooperative working relationships with supervisors and coworkers.
10. Implements, coordinates and troubleshoots safety equipment, processes and software including but not limited to emergency management applications, student ID badges, and building maps.
11. Coordinates with district personnel, vendors and authorities with regard to fire safety equipment/inspections and vendor access to the buildings.

Communication

12. Communicates effectively with colleagues, students, and parents to provide complete and accurate information in the conduct of district business.
13. Communicate with campus and district personnel.
14. Maintains confidentiality in the conduct of district business.

Other

15. Complies with directions and instructions from supervisor and performs other tasks and responsibilities as assigned
16. Adhere to ethical and legal standards and model behavior that is professional and responsible.
17. Meets attendance standards and complies with notification procedures for absences.
18. Complies with district policies, as well as state and federal laws and regulations.
19. Follow district safety protocols and emergency procedures.
20. Has regular in person attendance and complies with notification procedures for absences.
21. Perform other duties as assigned.

Supervisory Responsibilities:

Entry & Security Monitors.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Security equipment, standard office equipment including computer and peripherals, telephone

Posture: Prolonged sitting; kneeling, squatting, bending, and stooping; moderate grasping/squeezing, wrist flexion/extension, and reaching

Motion: Limited to include some standing, bending, limited stretching and reaching

Lifting: Frequently light lifting (less than 15 pounds); occasional moderate lifting or carrying (15-44 pounds)

Environment: Office; frequent exposure to noise; some districtwide travel; frequent prolonged and irregular hours; moderate exposure to vehicle fumes and work around moving vehicles

Mental Demands: Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress

responsibilities and duties that may be assigned or skills that may be required.