

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6225
Pay Grade: D11

FLSA: Non-Exempt

CAMPUS ACTIVITIES MONITOR

MAJOR FUNCTION:

Responsible for the maintenance and/or preservation of a secure physical and working environment necessary for the safe and productive conduct of school's educational process. Performs under general supervision.

DUTIES AND RESPONSIBILITIES:

- Identifies situation of existing and/or potential harm to the assigned school grounds, existing facilities, enrolled students and school staff, and proceeds accordingly to prevent continuation/existence of such acts.
- Supervises and maintains a safe and orderly environment for students engaged in the school's educational process and it's related school activities.
- Collects information/evidence of acts of potential/existing harm which may be disruptive to or incompatible with proper administration of School Board policies, objectives and related activities.
- Cooperates/assists with staff members/security officers involved in investigations as directed.
- Responsible for the timely completion of oral and/or written incident/referral reports; reports to the assistant principal for administration.
- May assist in parent/student/judicial conferences, as directed.
- Establishes and maintains effective, impartial relationships with students and school staff; works under the general direction of the assistant principal for administration; communicates in both oral and written form.
- Applies basic knowledge of School Board policy and procedure, and applicable local laws and ordinances.
- Cooperates with representatives of local law enforcement agencies, contracted security agencies, and judicial system representatives.
- Performs other related work as assigned.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED; ability to meet stringent physical and stress demands; good written and oral skills.

PREFERRED:

Previous public safety or security training.

ISSUED: 8/80 WP; BOARD APPROVED: 9/10/80; FORMAT REVISED: 1/88; MQ'S REVISED: 2/93 PBL;
BOARD APPROVED: 2/24/93; REVISED WC: 4/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

CAMPUS ACTIVITIES MONITOR

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors		X			
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy			X		
20. Using a keyboard to enter and transform words or data			X		
21. Using a video display terminal			X		
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions			X		
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				