



MASCONOMET REGIONAL SCHOOL DISTRICT

WORK PERFORMANCE STANDARDS

POSITION TITLE: District Security & Attendance Monitor
HOURLY RATE: \$20-25/hour
WORK HOURS: 190 days, 8 a.m.-4 p.m. (subject to change)

QUALIFICATIONS:

High School Diploma
Valid Driver's License
Ability to pass CORI and background check
Previous experience 3+ years working in K-12 or 7-12 environment (preferred)
Previous experience 3+ years in school/campus security, safety or related field
CPR/AED/First Aid certification preferred. Will be required to obtain if not current.
Training and experience with verbal and behavioral de-escalation.
Will be required to obtain Crisis Prevention Institute (CPI) certification or program of choice of District.
Previous experience with CCTV equipment
Good communication skills (oral & written)
Basic computer skills (typing, use of email, related office programs)

OBJECTIVE:

The District Security & Attendance Monitor is responsible for monitoring the entire school campus, aiding with the enforcement of school rules and reporting and addressing security and safety issues as needed.

Responsibilities include but are not limited to:

1. Locking and unlocking facility as needed or directed.
2. Maintain visible presence in school buildings, halls and grounds.
3. Conduct routine checks of school corridors, bathrooms, stairwells.
4. Conduct routine checks of grounds and parking lots.
5. Conduct parking/traffic enforcement efforts as directed.
6. Perform routine safety and security inspections.
7. Report and file written reports for safety and security issues/problems.
8. Alert administration to any potential safety/security concerns.
9. Develop positive relationships with students, staff, and community.
10. Interact with public safety officials as necessary.
11. Involved in response to medical, fire, security and other crisis incidents.
12. Participate in planning and execution of school safety drills.

13. Attend school building CCI/RTI/SST meetings as directed.
14. Assist with enforcement of school rules as defined in the Student Handbook.
15. Assist administration with student, vehicle, and building searches.
16. Assist as needed or directed with special events that may fall outside of normal work hours (i.e. fairs, proms, graduation, etc.).
17. Ability to use school security systems – alarm, access control, CCTV.
18. Assist with key control program.
19. Perform other duties as assigned by Director of Security or School Administration

Evaluation

An evaluation of your work performance relative to assignments specified above will be done at six month intervals during the first year of employment in the position; one of which will be done on or around your anniversary date. Evaluations will be done annually thereafter on or about the date of your anniversary.