

Jesuit High School Campus Monitor Job Description

The Jesuit High School Campus Monitor's primary responsibilities are to provide for the overall safety and security of people and property on the Jesuit High School campus. The Monitors will provide for the safety and welfare of Jesuit High School students and staff while on school grounds; observe and assist visitors (when appropriate); aid the administration in investigating student misbehavior; communicate information, observations, and incidents that negatively impact the safety of students, personnel and visitors. Monitors also understand, interpret and apply the standards of student conduct established in the Jesuit High School Student Handbook. Campus Monitors observe and report suspicious behavior, law violations and other significant incidents and coordinate assistance with local police/fire and EMS.

Desirable candidates may be, but do not have to be, individuals who are alumni or have connections to Jesuit High School, as the school has a strong interest in candidates who have the ability to contribute to the campus community beyond the role of Campus Monitor.

This position is paid at a rate of \$15.00/hour. Length of annual contract will be determined upon hire. The total compensation package includes the following: company-paid health, dental and vision insurance; company paid long-term and short-term disability; long-term care and life insurance; retirement contributions after one year; and earned sick time.

Requirements:

- Possess or have the ability to attain and maintain a valid Unarmed Security Officer certificate from the Oregon Department of Public Safety Standards and Training (DPSST).
- Minimum of 90 credit hours of college instruction or equivalent work experience.
- Possess or attain American Red Cross (or similar), CPR / First Aid certification.
- Experience in education, school security or National Incident Management System (NIMS) training desirable.
- Strong understanding of Catholic education and the values of the Society of Jesus.

Responsibilities:

- Establish and maintain a close partnership with school administrators, students, and staff in order to provide for a safe school environment.
- Ability to work outdoors, providing perimeter security and manning security booth.
- Ability to coordinate with local law enforcement and Beaverton Police School Resource Officers.
- Understand, interpret and apply the standards of the Jesuit High School Student Handbook.
- Be present, friendly, and visible on campus. Attend and participate in school activities.
- Initiate and cultivate positive relationships with students, staff, parents, and other visitors.
- Commit to ongoing professional development and training.
- Alert school administration and Chief Security Officer to potential problems in the school and community, preferably before they occur.
- Perform other duties and responsibilities related to the safety and security of persons and property associated with Jesuit High School.
- Accept other duties related to safety and security important school events/during school holidays and vacations.
- Inform students of their rights and responsibilities to help them become better informed, lawful citizens.
- Support administrators in critical incident response and incident-planning.