

## **Jesuit High School Evening Campus Monitor Job Description Evening (2:00-10:00pm)**

The Jesuit High School Evening 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 Monitor 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. A primary function of the Evening Campus Monitor is to serve as security for athletic and other evening events. Locking doors and completing regular perimeter checks are other primary responsibility for a monitor during this shift. 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 to Director of Security or administration.

Desirable candidates will be familiar with 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 \$20.00/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.

### Desired Qualifications:

- 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.
- Be able to lift 40lbs.

### 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 man security booths.
- Ability to coordinate with local law enforcement and Beaverton Police School Resource Officers.
- Ability to work with little supervision.
- Understand, interpret and apply the standards of the Jesuit High School Student Handbook.
- Be present, friendly, and visible on campus.
- Initiate and cultivate positive relationships with students, staff, parents, and other visitors.
- Commit to ongoing professional development and training as directed by Director of the Security and administration.
- Alert school administration and Director of security to potential problems in the school and community.
- Perform other duties and responsibilities related to the safety and security of persons and property associated with Jesuit High School.
- Support administrators in critical incident response and incident-planning.
- Be prepared to execute tasks beyond the scope of safety and security to assist Jesuit High School personnel.
- Lock and unlock doors and gates.
- Monitor and patrol parking lots.
- Direct traffic during dismissal and special events.