

# Leon County Public Schools Classification Specification

Salary Grade 35

## Summary Information:

**Classification Title:** School Safety Monitor

**Date Prepared:** 11/30/2018

**FLSA Status:** Non-Exempt

## Typical Decisions and Recommendations Provided to Others:

Under general direction from the school principal, assists with applying policies and procedures to ensure safety and welfare of students, faculty, staff and visitors in the assigned school. Essential functions include monitoring student activity in promoting and maintaining a safe learning environment and insures that appropriate standards of conduct are followed.

## Activity Identification

Visually observes student behavior during school hours, on school property. Reports serious disturbances to the school administration and resolves minor altercations. Physically patrols all school buildings, grounds, and determines reason for the presence of outsiders. Stops and questions all students not in class during class time. Monitors parking lots and student gathering areas (before, during and after school hours). Reports any safety or security problems to the administration. Reports any criminal activity to the School Resource Deputy/Officer and school administration. Performs any other duties set by the school principal or his/her designee.

This is light work which requires the following physical activities: climbing, bending, stooping, twisting, reaching, standing, walking, grasping, talking, hearing and visual acuity. The worker is exposed to noise and the work is performed indoors and outdoors.

## Activity Name

750A	Caregiving for Students	Provides direct caregiving services to students under the supervision of teachers and staff.
752	Support Supervision for Students	Assists teachers in supervising students in non-classroom settings such as lunchroom, playground supervision, and bus arrival, dismissal.
753A	Clerical Support	Provides clerical assistance in preparation of classroom supplies and materials. Assists in classroom arrangement and general clerical tasks.
022	Filing	Set up and organize files and manuals; count and alphabetize records; keep files up-to-date; distribute as needed.
276	Audiovisual Equipment Operation	Operate audiovisual equipment.
224	Medication Administration	Supervision and administration of students' medications. Procurement of forms, required labeling and delivery.
222	Immediate Care	Delivery of first aid to students and staff. Report and record accidents and injuries.
647	Data Processing Forms	Code registration, student change, teacher information, grade, attendance and other forms for data processing. This activity includes reviewing completed forms for accuracy and completeness.

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645	Data Entry	Enter data.
646	Data Inquiry/Access	Use computer terminals to access data.
755	In-Service Training	Participates in appropriate in service training.
999	Assigned Duties	Perform other duties as assigned.

**General Classification Specification Factors:**

<b>Education:</b>	High School Diploma or equivalent certification.
<b>Requirements:</b>	Applicant must be at least 18 years old and pass a Criminal History background check.
<b>Supervisory Responsibility:</b>	None
<b>Type of Supervision:</b>	N/A
<b>Effective Date:</b>	<b>01/22/2019</b>