



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSTION TITLE: Lead District Safety Monitor

F.L.S.A.: Non-Exempt

QUALIFICATIONS: Training and experience in technology, public safety or education. Background of training and experience in the following areas is preferred: emergency response, security, or supervision. Must be team oriented, have good interpersonal skills, neat in appearance, and dependable. Must have ability to lift 70 lbs to shoulder height occasionally, ability to climb stairs on a regular basis, and ability to watch camera monitors daily.

REPORTS TO: Assistant to the Superintendent

TERMS OF EMPLOYMENT: Full-time, 12-month employee. Employee benefits as outlined in the Classified Agreement.

PERFORMANCE RESPONSIBILITIES:

1. Assume responsibility for safety, security, lock system and access control for all district facilities.
2. Monitor district camera system.
3. Provide school administrators with video for discipline or safety issues.
4. Assist in the development and implementation of security plans for special events involving Park Hill School District facilities.
5. Service all emergency 911 calls, notify appropriate district personnel of emergency status, and communicate with appropriate emergency agencies.
6. Monitor the Prepared Response (Rapid Responder) website to ensure building information is correct and current.
7. Staff the district's emergency control office and implement all emergency management plans.
8. Provide functional supervision for district safety monitors.

9. Develop and oversee work schedule of district safety monitors to ensure adequate coverage through the day, evening and weekend district activities.
10. Provide training for Campus Supervisors or other district personnel as needed.

OTHER PERFORMANCE RESPONSIBILITIES:

1. Follows policies and regulations of the school district.
2. Attends training as required by administration.
3. Works evening and weekends as needed.
4. Treat others with respect and professionalism.
5. Submits reports as requested.
6. Performs other duties as may be assigned.