

**BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION**

ORIGINATION DATE _____

LAST REVISION DATE _____

BAND & GRADE A-1-1

POSITION TITLE Building Monitor

IMMEDIATE SUPERVISOR Activities Director/Community Ed. Director

Job Summary (Basic Purpose of Position)

SUPERVISOR

EMPLOYEE

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

Monitor the building (High School or Middle School) in such a way that people feel welcome and safe. Provide assistance to visitors, customers and staff. Confront inappropriate behavior when necessary, in a calm and positive manner.

| REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function | BAND/ GRADE | % OF TIME D,W | WC | NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function | PERFORMANCE STANDARDS How Will You Know the Job is Done? |
|---|--|---------------------|----|---|--|
| NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS | | | | | |
| 1.00 Monitor building activity 1:01 Unlock buildings as directed by supervisors and building staff. 1:02 Assist instructors in locating supplies and equipment. 1.03 Provide appropriate information and direction 1:04 Access the telephone for visitors, customers, and staff. 1:05 Be familiar with school policies and and regulations. 1:06 Observe, enforce and reinforce proper behavior in the building. 1:07 Contact appropriate supervisor in case of emergency. 1:08 Protect school security alarm system. | A A A A A A A A | | | KNOWLEDGE: 1. School policies 2. Discipline procedures 3. Activity Schedules 4. School Facilities SKILLS 1. Communication 2. Conflict resolution ABILITIES 1. Relate to others 2. Maintain order 3. Security | EVIDENCE EXISTS THAT: 1:01 Buildings were open and closed in a timely and appropriate manner. 1:02 Supplies and equipment were made available when necessary. 1:03 Information and direction were provided. 1:04 There was appropriate utilization of the telephone. 1:05 All appropriate school board policies were followed 1:06 Proper behavior was observed in the building. 1:07 Emergency procedure was followed. 1:08 The integrity of the school security alarm system was maintained. |