

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)

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.

SUPERVISOR

EMPLOYEE

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

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You 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.				KNOWLEDGE:	EVIDENCE EXISTS THAT:
1.01 Unlock building as directed by supervisors and building staff.	A			1. School policies	1.01 Buildings were open and closed in a timely and appropriate manner.
1.02 Assist instructors in locating supplies and equipment.	A			2. Discipline procedures	1.02 Supplies and equipment were made available when necessary.
1.03 Provide appropriate information and direction.	A			3. Activity schedules	1.03 Information and direction were provided.
1.04 Access the telephone for visitors, customers and staff.	A			4. School facilities	1.04 There was appropriate utilization of the telephone.
1.05 Be familiar with school policies and regulations.	A			SKILLS:	1.05 All appropriate school board policies were followed.
1.06 Observe, enforce and reinforce proper behavior in the building.	A			1. Communication	1.06 Proper behavior was observed in the building.
1.07 Contact appropriate supervisor in case of emergency.	A			2. Conflict resolution	1.07 Emergency procedure was followed.
1.08 Protect school security alarm system.	A			ABILITIES:	1.08 The integrity of the school security alarm system was maintained.
				1. Relate to others	
				2. Maintain order	
				3. Security	

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