

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE Building Monitor **CONTRACT REFERENCE**

TITLE OF IMMEDIATE SUPERVISOR Facilities, Adult Enrichment and Senior Programs Coordinator **VERSION DATE** September 2018

JOB SUMMARY Serve as a building monitor for District buildings as needed. This includes assuring proper usage, locking and securing buildings in the absence of a custodian, and responding to the needs of building users.

TASK NO. FREQUENCY BAND/GRADE

The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	<ul style="list-style-type: none"> Monitor groups for proper usage of the building and to assure that all groups are well supervised, under control and in the proper building area. 	80%	
2.	<ul style="list-style-type: none"> Act as a “problem-solver” for instructors and participants, providing for additional needs or resources, including AV equipment. 	10%	
3.	<ul style="list-style-type: none"> In emergency situations, call 911 for assistance, and/or move participants to a safe location, as appropriate. Report details to the Facilities, Adult Enrichment and Aquatics Coordinator as soon as possible. 	5%	
4.	<ul style="list-style-type: none"> Lock and secure the building, when a custodian is not on duty. 	5%	
5.	<ul style="list-style-type: none"> Represent the school district in a helpful, polite and professional manner. 	Always	
6.	<ul style="list-style-type: none"> Other duties as directed. 		

QUALIFICATIONS (Specific training or job experience required before appointment)

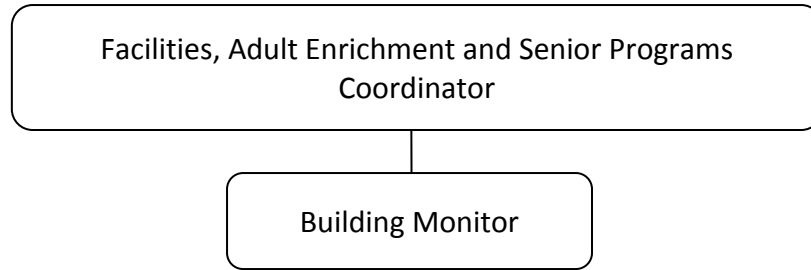
1. Must pass District’s background check.

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Building Monitor

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CONTRACT REFERENCE

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION



INDIRECT SUPERVISION



WORK DIRECTION



ADVISE/INFORM



PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

Not to exceed 40 hours per week.