

**JOB ANNOUNCEMENT
GOVERNMENT OF THE UNITED
STATES VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES**
Internal/ External

POSITION TITLE: School Monitor

LOCATION: St. Croix, U.S.V.I.

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
(340) 772-3848

Deadline for applying: July 5,2008

Salary Range: \$25,827.00 - per annum

Union: United Steel Workers of America

DEFINITION

This work is of great responsibility involving the maintenance of safe, orderly conduct of activities and programs within school grounds. Work involves reducing incidents of disorderly behavior on the school grounds and the discouragement of disruption of school business, programs, and other activities by students and/or non-students. The employee is required to use respect and good judgment while enforcing rules and regulations in accordance with established guidelines. Supervision is received from the School Safety Manager working collaboratively with the School/Activity Center Administrator through periodic inspections, review and analysis of reports submitted.

DUTIES AND RESPONSIBILITIES

- Checks all students and visitors for passes while on school premises;
- Ensures that students adhere to established laws, rules, and regulations;
- Reports any student and/or non-student who is caught in the act of gambling, smoking, fighting, or any other unacceptable behavior, to the Principal, for appropriate action;
- Establishes effective rapport with students and parents that will result in the reduction and/or prevention of activities that may hamper the teaching and learning process;
- Prepares and submits a daily report indicating incident cases handled to the School Safety Manager;
- Reports all incidents requiring police assistance to appropriate personnel;
- Performs other related work as required.

Factor I: KNOWLEDGE AND ABILITIES

- Knowledge of conflict management and strategies;
- Knowledge of the basic methods and practices of guard work;
- Knowledge of departmental policy regarding corrective and disciplinary action related to school safety;
- Knowledge of basic developmental behavior characteristics;
- Ability to keep strict confidentiality of all incidents and or information received on duty;
- Ability to respond quickly, calmly, and appropriately, during emergency situations;
- Ability to communicate tactfully, courteously, and impartially with all persons contacted, during the course of work;
- Ability to express oneself, clearly and concisely, orally and in writing;
- Ability to read, write and comprehend a detailed, unbiased incident report;
- Ability to remember clear and specific details as to appropriately identify subjects or perpetrators.
- Ability to learn to operate a personal computer or online systems and related software;

EDUCATION & EXPERIENCE

Completion of the twelfth school grade or its equivalent, and a minimum of two years working experience in a security guard-related type position.

Also, psychological testing, police training and a physician’s statement of good health are required.

“NO PERSON SHALL BE DISCRIMINATED AGAINST IN EMPLOYMENT OR IN ANY EDUCATIONAL PROGRAM OR ACTIVITY OFFERED BY THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION ON ACCOUNT OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEX, HANDICAP OR AGE”

Alscess Lewis-Brown
Director
Division of Human Resources

PLEASE PRINT YOUR NAME AND POSITION TITLE. THEN, SIGN BELOW ACKNOWLEDGING RECEIPT OF THIS JOB ANNOUNCEMENT TO BE POSTED.