



POSITION DESCRIPTION

JOB TITLE: Scan Monitor Job Class: 8600	
DATE	DEPARTMENT: Division of School Safety & Security
BARGAINING UNIT:	FLSA STATUS: Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Scan Monitors will keep students and staff safe. The job includes monitoring book-bags, lunch bags, and other baggage, including coats and purses. Scan Monitors will monitor entry and exit points as well as stairwells and halls making sure that only students, staff, and welcomed visitors enter the school	

ESSENTIAL FUNCTIONS: Scan Monitors will monitor entry and exit points as well as stairwells and halls making sure that only students, staff, and welcomed visitors enter the school

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Assigned to schools, Scan Monitors will report to the Department of Recreation, and work closely with the Department of Safety and Security. They will make sure that students and visitors do not enter the school with anything that could be used as a weapon
2. Perform tasks such as hand-wanding and monitoring students as they walk through the metal detector
3. Scan Monitors will develop a thorough knowledge of appropriate emergency procedures
4. Scan Monitors will assist in the maintenance of order as individuals enter the school
5. Render first aid within the limits of skills, as expected of all other safety personnel
6. Provide on the spot guidance and direction to students
7. Scan Monitors must be courteous and professional to staff, students, and visitors
8. Scan Monitors must be able to coordinate with Safety Assistants if a situation at an entrance/exit requires additional safety involvement
9. Must be able to perform hand inspections of baggage if necessary
10. Good communication and written skills
11. Must submit mandatory daily reports

12. Perform other duties as assigned as instructed or needed

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Oversight provided by the School Safety Assistants.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

High school diploma preferred

Experience Requirements

Engage in activities which support the Milwaukee Public Schools

Knowledge, Skills, and Abilities

Effective oral and written communication skills are essential. Knowledge of involvement activities for parents and the community is necessary. The ability to lead and execute projects. Must be able to work with a diverse group of people and be committed to equity and multiculturalism.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: 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 with or without reasonable accommodation.

Must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.