

Arlington School District No. 16  
Job Description

**JOB TITLE: Facility Monitor**

<b>CLASSIFICATION:</b>	Classified
<b>LOCATION:</b>	Arlington High School
<b>REPORTS TO:</b>	Executive Director of Operations
<b>HOURS:</b>	On call – hours and days determined by need
<b>SALARY:</b>	Per PSE Schedule A

**SUMMARY:** The Facility Monitor is responsible for supervising the use of District facilities, fields, and stadiums when they are being rented to non-District users. This includes unlocking/locking up fields, turning on lights, working with athletes, coaches, parents and community members to ensure the safety and security of the school. Proper usage of school facilities is paramount and strict guidelines must be followed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Maintain consistent presence at assigned worksite and regular work hours
- Maintain equipment storage in its proper place and keep clean and organized
- Ability to work as a team member
- Patrol and supervise campus to ensure personal/property protections
- Respond quickly to unsafe and emergency situations
- Ability to respond calmly and quickly in dangerous situations
- Empty trash and recycling containers
- Ability to mediate disputes
- Ability to adapt to change and set priorities
- Ability to remain flexible to changes in assignments or situations and contact emergency responders as needed or necessary
- Ability to monitor and correct patron behavior if needed
- Ability to establish and maintain effective working relationships with a variety of individuals and groups from diverse backgrounds
- Professionally interact with students, staff, and public
- Observe strict confidentiality with student and personnel information
- Attend trainings as directed
- Keep detailed records, prepare and submit reports as needed
- Complete incident reports accurately
- Ability to use computer proficiently for word processing, spreadsheets, and email
- Effective oral and written communications
- Use highly developed, proactive communication abilities
- Ability to perform duties with awareness of District requirements, policies, procedures and Board policies as they pertain to facilities use
- Perform related duties as assigned

**QUALIFICATION 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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

High school diploma or equivalent

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Washington State driver's license maintained for the duration of the job

Valid CPR/First Aid certification maintained for the duration of the job

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence  
Ability to speak effectively to administration, staff and the community.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts, such as discounts, proportions, percentages and totals  
and to apply concepts of basic mathematics

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete and abstract variables  
Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to walk, stand, finger, or feel objects, tools, or controls. The employee may occasionally exert, carry or lift up to 20 pounds. Successful performance requires specific vision abilities that include close vision to focus on a computer screen for extended periods.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The work is performed in a variety of locations (indoors and outdoors) within the District and may require employee to travel between sites: work outdoors in inclement weather; stand for prolonged period of time; lift, move, and carry heavy objects; crouch, crawl, bend, and kneel in uncomfortably hot and cold weather and/or conditions.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

June 2018