

**BOARD OF EDUCATION  
DEPARTMENT OF HUMAN RESOURCES  
18 SOUTH PERRY STREET  
POUGHKEEPSIE, NEW YORK 12601**

**RECRUITMENT BULLETIN 21-22-370  
JUNE 2022**

**12 MONTH SCHOOL SECURITY MONITORS  
(PROVISIONAL PENDING CIVIL SERVICE TEST)**

**NOTICE OF POSITION**

**POSITION:**

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

**12 MONTH SCHOOL SECURITY MONITORS -DISTRICT WIDE  
(PROVISIONAL PENDING CIVIL SERVICE TEST)**

**APPLICATION**

Candidates must complete an application available to print through the Human Resources Tab at [www.poughkeepsieschools.org](http://www.poughkeepsieschools.org)

**QUALIFICATIONS:**

Meets Civil Service qualifications for position.

Applicants must have a Security Guard Training Certificate issued for the completion of 8 hour pre-assignment training or a Security Guard License.

**DUTIES:**

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Maintains stationary or mobile position as assigned during normal school hours and for extracurricular activities.
2. Conducts full sweep interior/exterior before and after the bell to monitor presence of any students, parents or unauthorized visitors at least twenty times a day.
3. Issues and checks all passes while on post; keeps a watchful eye for unusual activity; monitors all hallway activity and keeps the peace.
4. Removes unruly students from class.
5. Ensures smooth transition to and from classes by enforcing rules.
6. Ensures compliance with district policy of "No Smoking" on district property and reports any noncompliance issues to administration.
7. Assists students with safe, orderly dismissal.

8. Ensures unauthorized personnel do not enter the building.
9. Coordinates peaceful and safe transportation from school to designated homes.
10. Debriefs with the team on the day's activities.
11. Ensures security for all extracurricular activities before and after school and on weekends.
12. Monitors school lobby and corridors.
13. Assists staff with disruptive students.
14. Monitor students in the cafeteria, parking lots, and supervise during dismissal.
15. Other duties as assigned.

**APPOINTMENT:**

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be conducted where appropriate.

**SALARY:** In accordance with the CSEA contract

**FINAL DATE  
FOR FILING:** Open until filled

**SEND RESUMÉ AND  
APPLICATION TO:** [hroffice@poughkeepsieschools.org](mailto:hroffice@poughkeepsieschools.org)  
[dwilson@poughkeepsieschools.org](mailto:dwilson@poughkeepsieschools.org)  
Poughkeepsie City School District  
Human Resources  
18 South Perry Street  
Poughkeepsie, New York 12601

The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age or marital status; nor does it apply any other arbitrary measure, which would tend to deprive persons of their constitutional rights.