



SAINT JOSEPH PARISH

POSITION DESCRIPTION

Position: Safety Monitor
Exempt

FLSA: Non-

Reports to: Principal-Minister

Effective date: August 2026

General Summary: The Safety Monitor is responsible for maintaining the safety and security of the parish and school campus. This position protects students, staff, visitors, and property by monitoring facilities and grounds, controlling building access, enforcing safety protocols, and responding to emergencies. The Safety Monitor serves as a visible presence to deter potential threats and ensure a secure learning environment during the scholastic year.

Essential Duties and Responsibilities:

- Monitor and control building access by supervising entrances and exits, verifying identification, managing visitor logs, and ensuring only authorized individuals enter campus facilities.
- Conduct regular foot and/or mobile patrols of school buildings, parish facilities, parking lots, and playgrounds to identify safety hazards, suspicious activity, or security concerns.
- Serve as a first responder during emergencies, crises, accidents, or incidents, including maintaining direct communication with the Sylvania Police Department and Sylvania Fire Division.
- Assist with student arrival and dismissal procedures, traffic flow management, and security at school or parish events.
- Monitor and respond to surveillance systems, security cameras, and alarm panels.
- Ensure compliance with school and diocesan safety policies and emergency protocols.
- Prepare and submit detailed written reports documenting incidents, misconduct, safety concerns, and unusual activities to administration.

Knowledge, Skills, and Abilities Required

- Minimum of three (3) to five (5) years of law enforcement, military or private security experience; must have retired or separated in good standing.
- Valid driver's license.
- Bachelor's degree preferred.
- Strong verbal and written communication skills.
- Demonstrated ability to coordinate effectively with local law enforcement and emergency personnel.
- Sound judgment, emotional maturity, patience, and the ability to remain calm under pressure.
- Ability to maintain confidentiality and exercise discretion in daily operations.
- Physical ability to stand and walk for extended periods, occasionally run, and lift up to 50 pounds.
- Current CPR and First Aid certification (or ability to obtain upon hire).

Required Certifications and Clearances

- Successful completion of Ohio BCI and FBI background checks prior to employment and maintenance of satisfactory results throughout employment.
- Compliance with all requirements of the Diocese of Toledo Program for Child and Youth Protection.
- If applicable, valid Ohio Peace Officer Training Commission (OPOTC) certification or documentation of prior certification status (recommended but not required unless performing sworn law enforcement functions).
- Any additional state-mandated school safety training as required by Ohio law.

LANGUAGE SKILLS

Ability to read, analyze, and interpret professional journals, technical procedures, safety regulations, and governmental policies. Ability to prepare written reports and correspondence and to effectively present information and respond to questions from administrators, staff, students, parents, law enforcement, and the public.

MATHEMATICAL SKILLS

Ability to perform basic arithmetic operations and calculate rates, ratios, and

percentages as necessary for reporting and operational tasks.

REASONING ABILITY

Ability to define problems, collect and evaluate relevant information, establish facts, and draw sound conclusions. Ability to interpret technical instructions and manage multiple variables in dynamic situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be made in accordance with applicable law.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach, climb, balance, stoop, kneel, crouch, crawl, and communicate effectively. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORKING CONDITIONS

The work environment is typically moderate in noise level but may include periods of elevated noise during school activities or events. The position requires work both indoors and outdoors in varying weather conditions. Occasional evening and weekend hours may be required.

Receipt and Acknowledgement

I acknowledge that I have been given a copy of this position description. I have read it and understood it. I am responsible for complying with all position duties, requirements and responsibilities contained herein, and any subsequent revisions.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

I understand and agree that the position description is presented as a matter of information only and is not to be construed as a contract between the Diocese of Toledo and its employees.

Employee Printed Name

Employee Signature

Date

Supervisor/ Pastor Signature

Date