



VACANCY NOTICE

Jesuit High School is a Catholic, college preparatory school in the Jesuit tradition. Located in suburban southwest Portland, Oregon, Jesuit is a recognized locally and nationally for excellence and innovation in all of its programs. Jesuit High's motto, Age Quod Agis ("Do whatever you do, deeply"), follows in the five-century tradition of St. Ignatius, who demanded that Jesuit schools make use of the best pedagogical practices of the day to allow students to flourish. We are seeking professionals who have the ability to provide academic, educational and personal inspiration to our students toward our goal of preparing "men and women for others."

POSITIONS AVAILABLE: Campus Monitor

MAJOR RESPONSIBILITIES:

- Maintain partnership with administrators, students, and staff to provide for a safe school environment.
- Ability to work outdoors, providing perimeter security and within security booths.
- Ability to coordinate with local law enforcement and Beaverton Police School Resource Officers.
- Understand, interpret and apply the standards of the Jesuit High School Student Handbook.
- Be present, friendly, and visible on campus.
- Initiate and cultivate positive relationships with students, staff, parents, and other visitors.
- Commit to ongoing professional development as directed by Director of the Security and administration.
- Alert school administration and Director of security to potential problems in the school and community.
- Perform other duties related to the safety and security of persons and property associated with Jesuit High.
- Accept other duties related to safety and security, including important school events/during school holidays and vacations.
- Support administrators in critical incident response and incident-planning.
- Be prepared to execute tasks beyond the scope of safety and security.
- Lock and unlock doors and gates.
- Monitor and patrol parking lots.
- Direct traffic during student arrival to and dismissal from school and at special events.

QUALIFICATIONS:

- Minimum of 90 credit hours of college instruction or equivalent work experience.
- Possess or attain American Red Cross (or similar), CPR / First Aid certification.
- Experience working with adolescents.
- Strong understanding of Catholic education and the values of the Society of Jesus.
- Ability to lift 40lbs.

CLOSING DATE: Until filled

STARTING DATE: November 1, 2021; earlier start date also possible.

Jesuit High School seeks a diverse applicant pool for this position. We welcome teachers of diverse religious, ethnic, national, cultural, and educational backgrounds to apply.

APPLICATION PROCEDURE

Please submit a letter of interest and resume to Catherine Kent at ckent@jesuitportland.org

Jesuit High School makes employment decisions without regard to race, color, sex, national origin, marital status, age, and disability unrelated to job performance. Jesuit High School hires without regard to religion when Catholic faith is not a job requirement, and welcomes people of all faiths.

Jesuit High School Campus Monitor Job Description

The Jesuit High School Campus Monitor's primary responsibilities are to provide for the overall safety and security of people and property on the Jesuit campus. The Monitors will provide for the safety and welfare of Jesuit High School students and staff while on school grounds; observe and assist visitors (when appropriate); aid the administration in investigating student misbehavior; communicate information, observations, and incidents that negatively impact the safety of students, personnel and visitors. Monitors also understand, interpret and apply the standards of student conduct established in the Jesuit Student Handbook. Campus Monitors observe and report suspicious behavior to Director of Security or administration.

Desirable candidates will be familiar with Jesuit High School, as the school has a strong interest in candidates who have the ability to contribute to the campus community beyond the role of Campus Monitor.

This position is paid at a rate of \$15.00/hour. Length of annual contract will be determined upon hire. The total compensation package includes: company-paid health, dental and vision insurance; company paid long-term and short-term disability; long-term care and life insurance; retirement contributions after one year; and earned sick time.

Responsibilities:

- Maintain partnership with administrators, students, and staff to provide for a safe school environment.
- Ability to work outdoors, providing perimeter security and within security booths.
- Ability to coordinate with local law enforcement and Beaverton Police School Resource Officers.
- Understand, interpret and apply the standards of the Jesuit High School Student Handbook.
- Be present, friendly, and visible on campus.
- Initiate and cultivate positive relationships with students, staff, parents, and other visitors.
- Commit to ongoing professional development as directed by Director of the Security and administration.
- Alert school administration and Director of security to potential problems in the school and community.
- Perform other duties related to the safety and security of persons and property associated with Jesuit High.
- Accept other duties related to safety and security, including important school events/during school holidays and vacations.
- Support administrators in critical incident response and incident-planning.
- Be prepared to execute tasks beyond the scope of safety and security.
- Lock and unlock doors and gates.
- Monitor and patrol parking lots.
- Direct traffic during student arrival to and dismissal from school and at special events.

Qualifications:

- Minimum of 90 credit hours of college instruction or equivalent work experience.
- Possess or attain American Red Cross (or similar), CPR / First Aid certification.
- Experience working with adolescents.
- Strong understanding of Catholic education and the values of the Society of Jesus.
- Ability to lift 40lbs.