

**MT. SAN ANTONIO COLLEGE  
JOB DESCRIPTION**

Job Title:	High School Proctor	Range:	A-23
Date Revised:	March 15, 2004	Date Approved:	

**PRIMARY PURPOSE**

Under the direction of the High School Supervisor, this position is responsible for monitoring the facility and surrounding area while high school and adult basic skills classes are in session. The proctor will monitor student and traffic flow and be responsible for interfacing with campus security.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Monitors the Community Education Center and surrounding buildings during evening class sessions
2.	Monitors and directs daily traffic (i.e., student drop off and pick up) around Community Education Center buildings and Parking Lot H, and for weekly scheduled orientations
3.	Monitors student flow in and around classrooms
4.	Assists instructors and staff with directing and escorting students to the office and classrooms
5.	Assists guests with directions and information regarding the Community Education Center
6.	Reports all disciplinary issues to the High School Supervisor
7.	Monitors and maintains students while outside the classroom
8.	Ensures that all students are picked up after class and notifies the High School Supervisor of minor-age students remaining on the premises
9.	Checks all classrooms to ensure that all doors are locked
10.	Posts and removes all necessary signage
11.	Monitors and puts away the department electric cart
12.	Writes formal incident reports pertaining to student discipline
13.	Interfaces with campus Public Safety Department
14.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner
15.	Performs related duties as assigned

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**WORKING RELATIONSHIPS**

The High School Proctor reports to the High School Supervisor and maintains frequent contact with faculty, staff, and students.

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**EDUCATION AND EXPERIENCE**

High school diploma; two (2) years of related experience is preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Organization, operations, policies and objectives
- Experience working with high-risk populations
- Campus parking and security procedures
- Student discipline policy
- Community Education Center student guidelines and expectations

**Ability to:**

- Work with high school students and high-risk populations
  - Maintain professional contact with parents, students, and staff
  - Employ excellent written and oral communication
  - Work independently
  - Work in a culturally diverse community
  - Work effectively as a team member
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**WORKING CONDITIONS**

Ability to lift up to 25 lbs.; continuous walking and standing in times of adverse conditions; evening shift during traditional academic year; afternoon/evening shift during summer sessions.

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