

JOB TITLE: CAMPUS SECURITY OFFICER**BASIC FUNCTION**

Under the direction of the Principal or his/her designated Administrator, assures the security and safety of the students, staff and property of an assigned school site, enforces State laws, school and District rules and regulations, enforces traffic and parking regulations according to established procedures, assures campus visitors are authorized to be on campus, prepares records and reports related to assigned duties.

ESSENTIAL JOB FUNCTIONS

- Assures the security and safety of students, staff and property of an assigned school site, patrols assigned school campus, and controls traffic and parking areas, enforces State laws, school and District rules and regulations, assists students, parents and staff
- Enforces traffic and parking regulations according to established procedures
- Assures campus visitors are authorized to be on campus, observes and confers with students or visitors who appear to be loitering or out of class and determines appropriate action, assists ill or injured students by escorting them to the health office
- Counsels and advises students and campus visitors pertaining to school regulations, issues warnings for violation of school rules and regulations as assigned
- Prepares records and reports pertaining to campus security and assigned duties including reports related to incidents and accidents, vandalism and theft
- Monitors grounds and buildings for signs of unauthorized persons, vandalism, fire, or other potential hazards that may involve loss of or damage to property, and injury to persons, observes and reports hazards or activities
- Takes control of urgent situations according to established procedures, responds to campus assault, battery, suspected illegal substance possession and other related situations, responds to teacher requests in the classroom
- Checks doors, gates, and windows to ensure the school campus is maintained in a secure condition, reviews and checks outside lighted areas to determine necessary lighting requirements and turns off all unnecessary lights as a part of an energy conservation program
- Operates security equipment including a motorized cart and two-way radio as assigned, operate office equipment such as a computer
- Assists with emergency evacuations and other activities relating to the safety of individuals
- Under direction of an Administrator or Supervisor, communicates with personnel, school administrators, students and others regarding security related concerns and issues, contacts public safety agencies regarding persons detained on the school campus
- Utilizes crowd and traffic control techniques at athletic and special events to provide for the physical safety of people and to minimize the risk of fights, property damage and misconduct
- Attends and participates in District conferences and other training related to security as assigned
- Maintains a variety of records and files pertaining to the campus security
- Monitor evening meetings and campus activities to assure that authorized persons are using the facilities and events and activities are conducted in an appropriate manner as assigned

- Appear before judicial authority as necessary
- Detain and escort persons suspected of crimes and violations of law according to established procedures as assigned

OTHER DUTIES

- Perform related duties as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Prepare comprehensive, clear, and accurate reports
- Communicate effectively with a variety of different groups
- Use the equipment utilized in security and safety operations

Knowledge of:

- Legal provisions pertaining to arrests, search and seizure, property damage, theft, and trespassing
- Methods, techniques, procedures, and equipment used in security and safety operations
- Public safety agencies within local jurisdictions
- Traffic and crowd control methods, techniques, and strategies
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Record-keeping techniques

Ability to:

- Establish and maintain positive and effective working relationships with others
- Effectively and efficiently perform campus patrol, security, and safety functions
- Deal assertively and tactfully with students and others
- Work cooperatively with public safety agencies
- Work courteously and tactfully with co-workers, public and parents
- Utilize crowd and traffic control techniques
- Promote team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Prioritize and identify needs and solve problems independently as appropriate
- Understand and carry out oral and written directions
- Prepare related records and reports

PHYSICAL DEMANDS

- Climbing stairs
- Lifting, carrying, pushing and pulling heavy objects
- Walking and standing for extended periods of time
- Seeing to monitor student activities
- Hearing and speaking to exchange information

- Bending at the waist kneeling or crouching
- Will be expected to perform heavy work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. If someone can do heavy work, we determine that he or she can also do medium, light, and sedentary work. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

One year of experience as a law enforcement, security, or industrial plant protection officer. Six months of experience working with students in a school setting in a supervising or security capacity. Additional security training and/or experience with middle school or high school students is desirable.

Education:

Equivalent to graduation from high school, supplemented by training or coursework in public safety, security, and patrol methods and procedures.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Valid up-to-date First Aid Certificate, including training in CPR
- Completion of a training course developed by the Bureau of Security and Investigation Services of the Department of Consumer Affairs in consultation with the Commission on Peace Officer Standards and Training, pursuant to Section 7583.31 of the Business and Professional Code and Education Code 38001.5 (SB 1626)

CONDITIONS OF EMPLOYMENT

- Insurability by the District liability insurance carrier
- Participation in the District's random drug testing program
- No record of conviction for felony, narcotics or moral offenses, as defined in the California Education Code