

CAMPUS SECURITY ASSISTANT II

BASIC FUNCTION:

Under the direction of an Assistant Principal, patrol and monitor an assigned campus to maintain order and promote peace and safety; monitor study hall, detention and in-school intervention; assure student compliance with school and District policies and regulations.

REPRESENTATIVE DUTIES:

- Patrol and monitor campus perimeter, lunch areas, hallways, walkways, classrooms, restrooms and parking lots; maintain order and security of campus; escort students to office for disciplinary action as needed; report unusual activities or unauthorized persons; orient and direct campus visitors. **E**
- Enforce school and District rules, regulations and policies for the safety and security of students, staff and property according to established procedures. **E**
- Monitor students assigned to study hall, detention and in-school intervention; input student information into computer; contact parents, teachers and District staff related to disciplinary referrals according to established procedures. **E**
- Observe students during passing periods between classes; assure timely return of students to class. **E**
- Observe student behavior to assure compliance with school rules; communicate effectively to prevent and de-escalate student conflicts. **E**
- Communicate with school, local law enforcement, probation, social services and other community organizations; assist in investigating crimes or suspicious actions; conduct searches according to established procedures; testify in expulsion hearings and legal proceedings, including court, as assigned. **E**
- Monitor and report maintenance, graffiti and safety hazards. **E**
- Maintain positive relationship with the students and community; provide encouragement to students to stay in school and promote interest in education. **E**
- Write and prepare clear, precise, and objective reports of accidents, incidents, disturbances, and student behavior; maintains reports; submit reports to the Assistant Principal as required.
- May be required to monitor video surveillance to ensure safety of students and school property.
- Participate in student/parent conferences when requested by site administrator.
- Operate a two-way radio to communicate with school and security personnel as assigned. **E**
- May drive cart, other light vehicle, or bicycle on and around the assigned campus. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Basic methods of individual and group supervision.

Investigative procedures, rules and regulations.

Basic interests, attitudes and emotional development of adolescents.

Skills utilized to maintain positive relationships with students and adults.

Health and safety regulations.

ABILITY TO:

Patrol and monitor an assigned campus to maintain order and security in a high school setting.

Assure student compliance with school and District policies and regulations.

Learn, interpret, apply and explain rules, regulations, policies and procedures.

Perform duties with patience, tact and good judgment and within established guidelines.

Plan and coordinate events within the school community.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Observe situations and accurately determine an effective course of action.

Maintain routine records as assigned.

EDUCATION AND EXPERIENCE:

Graduation from high school and demonstrated ability to work effectively with high school students.

LICENSES AND OTHER REQUIREMENT:

Valid First Aid and CPR Certificates issued by an authorized agency.

Valid California Driver's License.

REQUIRED TRAINING:

Nonviolent Crisis intervention.

Must complete 24 hours of School Security Guard Training as required by SB 1626.

Violent intruder/active shooter response training.

WORKING CONDITIONS:**ENVIRONMENT:**

Outdoor environment.

Possible exposure to fights and confrontations.

Exposure to inclement or adverse weather conditions.

PHYSICAL ABILITIES:

Standing and walking for extended periods of time.

May require lifting, pushing, and/or pulling objects up to one hundred (100) pounds.

Ability to run and climb stairs.

Hearing and speaking to exchange information.

Seeing to observe student behavior at considerable distance.

HAZARDS:

Potential physical hazards involved in intervening in anti-social, illegal or violent behavior.

Exposure to verbal abuse and harassment.

07/01/2017

SMJUHSD

Range 17