

CAMPUS SECURITY COORDINATOR

BASIC FUNCTION:

Under the direction of an Assistant Principal, monitor campus and coordinate campus security personnel and others as assigned in the patrol of district facilities, parking areas and other locations during school hours and special events to protect people and property; enforce district and school rules and regulations; assist in investigation of accidents, vandalism, and thefts; prepare reports of safety activities; train and provide work direction to assigned campus security personnel.

REPRESENTATIVE DUTIES:

- Monitor campus and coordinate campus security personnel in the patrol of district facilities, parking areas and other locations during school hours and special events to protect persons and property. **E**
- Enforce district and school rules and regulations regarding facility use, and ensure that campus facilities are appropriately used; maintain crowd control and enforce safety regulations at special events. **E**
- Prevent illegal parking and loitering on school grounds; assist and direct campus visitors to authorized parking and appropriate offices. **E**
- Observe and report automobile break-ins; assist in investigation of accident, vandalism, and thefts; prepare reports of safety activities as required. **E**
- Train, provide work direction and coordinate work schedules, location and area coverage for assigned campus security personnel. **E**
- Coordinate with school, law enforcement, probation, social services and other agencies regarding safety issues. **E**
- Report illegal behavior to school administrators and authorities according to established procedures. **E**
- Observe students during passing periods between classes; assure timely return of students to class. **E**
- Monitor video surveillance to ensure safety of students and school equipment; review video for evidence. **E**
- Coordinate daily and special events safety at an assigned school site; patrol and monitor campus lunch area, hallways, walkways, classrooms, restrooms and parking lots; maintain order and safety of campus and adjacent facilities. **E**
- Maintain positive relationship with community; respond to neighborhood individuals or businesses calling to report problems; assist in emergency situations with outside agencies, including ambulance and fire. **E**
- 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:

Applicable municipal and State codes, district policies and procedures.

Methods of individual and group supervision.

Interests, attitudes and emotional development of adolescents.

Skills utilized to maintain positive relationships with students and adults.
Interpersonal skills using tact, patience and courtesy.
Behavior modification strategies and techniques.
Policies, rules and regulations concerning campus control, safety, and appropriate student behavior.
Crowd control procedures and the detection and identification of dangerous drugs and improper substances.
Health and safety regulations.
Recordkeeping techniques

ABILITY TO:

Coordinate campus security personnel in the patrol of district facilities, parking areas and other locations.
Provide work direction and guidance.
Patrol and monitor an assigned campus to maintain order and safety at an assigned campus.
Enforce campus rules and regulations.
Assure student compliance with school and district policies and procedures.
Learn, interpret, apply and explain rules, regulations, policies and procedures.
Perform duties with good judgement and within established guidelines.
Establish and maintain cooperative and effective working relationships with others.
Observe situations and accurately determine an effective course of action.
Perform evening and weekend student supervision services.
Understand and carry out oral and written directions.

EDUCATION AND EXPERIENCE:

Graduation from high school and three years experience working with youth in an organized setting including at least one year in a student safety capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid CPR and first aid certificate 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.
Manual dexterity of hands and fingers to break up fights.
Seeing to monitor student activities at considerable distance.
Exposure to verbal abuse and harassment.

HAZARDS:

Potential physical hazards involved in interviewing for anti-social, illegal and violent behavior; and during possible fights and confrontations.
Exposure to verbal abuse and harassment.

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Range 26