

CAMPUS SECURITY ASSISTANT

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 periods; 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; determine need for writing referrals and write referrals according to established guidelines. **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 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**
- Maintain a variety of records including study hall, detention and in-school intervention attendance, referrals and others; submit reports to the Assistant Principal as required.
- Operate walkie-talkie as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

Basic methods of individual and group supervision.

Basic interests, attitudes and emotional development of adolescents.

Skills utilized to maintain positive relationships with students and adults.

Interpersonal skills using tact, patience and courtesy.

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.

Learn District organization, operations, policies and objectives.

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:

Any combination equivalent to: graduation from high school and demonstrated ability to work effectively with high school students.

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.

Running.

Hearing and speaking to exchange information.

Seeing to observe student behavior.

HAZARDS:

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

07/01/2017

SMJUHSD

Range 12