

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	Campus Security Officer
Reports to:	Principal and/or Administrative Designee
Salary Level:	Range 24
Calendar:	Classified 11 Month

DEFINITION

Under general supervision, monitor student behavior on a high school campus; lead a small crew of campus supervisors; provide ongoing training to campus supervisors; maintain simple records; make reports; and perform other related work as required.

MAJOR DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Guard and monitor the premises to prevent violence, theft, or infractions of rules.
- Monitor and authorize entrance and departure of student, employees and visitors.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Circulate among students, employees and visitors to preserve order and protect.
- Answer alarms and investigate disturbances.
- Knowledge of operations and ability to inspect and adjust security systems.
- Assign, check and correct work of campus supervisors.
- Enforce District and school policies and rules.
- Observe and control student behavior in non-classroom activities, including, but not limited to, before-school and lunch time activities, passing periods, special school activities such as dances and athletic events, referring students to an administrator as necessary.
- Discourage disruptive and potentially dangerous behavior.
- Periodically patrol school-parking areas.
- Assign detention slips to students, as needed.
- Use a walkie-talkie for urgent communications.
- Locate students on campus, as necessary.
- Assist in the evacuation of buildings during emergencies.
- Assist teachers in classroom supervision in emergencies.
- Check for drugs and alcohol in accordance with standard procedures.
- Discuss behavior and attendance problems informally with students.
- Complete reports of job activities, as assigned.

REQUIRED QUALIFICATIONS

Education and Experience:

- High school diploma or the equivalent.

- At least 3 years of experience relating to control of security and supervision of adolescent youth, and/or prior experience equivalent to a Campus Supervisor in a high school setting in which the incumbent has acquired the knowledge and abilities listed above.

Licenses and other requirements:

- ROP Security Guard Certification
- CPR/First Aid Certification
- Valid California Motor Vehicle Operator's License
- An acceptable driving record and qualification for insurability by the District's insurance carrier.
- Criminal Justice fingerprint clearance
- Evidence of TB clearance

Knowledge of:

- Individual student and group behavior as related to adolescent school age students.
- School rules and regulations.
- Surrounding geography and buildings near assigned school site.

Ability to:

- Apply District and school policies, rules and regulations relating to campus security and supervision with good judgment.
- Control the behavior and activities of students in a wide variety of situations.
- Respond to questions about campus supervision clearly.
- Communicate with and train campus supervisors.
- Achieve the confidence and respect of students.
- Make sound decisions and judgments under pressure or in emergency situations.
- Write clear and concise reports.
- Use a simple hand-held radio transmitter.
- Ascertain quickly the hazards of entering a student confrontation.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.

Ability may be required:

- Bilingual in English and a designated second language.
- Possess and be willing to use personal vehicle in the course of duties.

PHYSICAL AND MENTAL REQUIREMENTS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances and when addressing groups; physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead; Emergency situations may require running, medium lifting and vigorous physical activity; walk and/or stand for prolonged periods of time; physical mobility sufficient to move about the work environment (school site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations; physical strength sufficient to periodically lift and/or carry 25 pounds; occasionally lift 40 or more pounds with assistance; work in an outdoor work environment.

Board Approved: