

**North Monterey County Unified School District**  
**CLASSIFIED POSITION DESCRIPTION**

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

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**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: