

TITLE:	District Services Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 56 Range: 34

BASIC FUNCTION:

Under the direction of an assigned supervisor or administrator; works in support of the safety and security of district property. Maintains a station for monitoring and oversight of ingress/egress points; visitor control and package delivery. Patrols district properties on foot reporting safety and security concerns.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Maintains a station or patrols district property and adjacent areas; supports the safety and security of staff, students, personnel, equipment and property by monitoring video surveillance equipment and performing inspections on foot for unsafe conditions and unauthorized persons on and around designated district property.
- Assist in orderly control of ingress or egress points in district buildings.
- Receives packages and deliveries; notifies building staff/personnel of delivery arrival.
- Utilizes District phone system for notifications and alerts.
- Control foot traffic and provide security at district buildings and functions; may control parking and safe movement of vehicles in parking areas as needed; enforce District parking regulations.
- Enforce District policies, procedures, rules and regulations regarding safety and security at district sites and district property.
- Assist first responders (police, fire, medical) in responding to and investigating incidents occurring on school grounds.
- Document, prepare and maintain reports or logs related to day to day station activity and district premises.
- Report unusual or suspicious activities to include but not limited to; trespassing, loitering, vandalizing and other criminal activities; assure visitors on District properties have appropriate permits.
- Provide information and respond to inquiries from visitors, staff and students.
- Report fire and safety hazards; notate fire and burglar alarms; summon and communicate with police and fire department personnel as needed.
- Operate a computer, a hand-held radio, video monitoring equipment, and other job-related equipment.
- Perform related duties as assigned.