



**CLASS TITLE: CAMPUS SECURITY ASSISTANT
UNIT 1**

BASIC FUNCTION:

Under the supervision of the school administration, patrols and monitors the campus to maintain order and security; assures student compliance with school and District policies and regulations; assists with maintaining a safe and orderly environment for students.

IMMEDIATE SUPERVISOR:

School site principal or assistant principal

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Patrols grounds, classrooms, bus stops, parking and restroom areas of campus.

Escorts students to office for disciplinary action as needed.

Reports unusual activities or unauthorized persons to school administration.

Takes appropriate actions as needed when students are found in violation of school regulations and/or law.

Communicates with police departments for emergency situations and for assistance with other law enforcement matters.

Informs visitors of rule infractions such as loitering, smoking, or carrying forbidden articles.

Observes students during passing periods between classes; prevents unauthorized departure from school premises.

Prepares and maintains records of incidents and infractions observed and processed.

Provides verbal explanations as required.

May be requested to provide security at athletic events, dances and other special events as assigned.

Attend staff and other meetings or inservices as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

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

District safety procedures



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ABILITY TO:

Patrol and monitor campus to maintain order and security in a school setting
Assure student compliance with school and district policies and regulations
Learn to interpret, apply and explain rules, regulations, policies and procedures
Perform duties with patience, tact, good judgement and composure within established guidelines
Learn District organization, operations, polices, and objectives
Learn to operate a walkie-talkie and other equipment as assigned
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

EDUCATION AND EXPERIENCE:

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

WORKING CONDITIONS:

ENVIRONMENT:

Work will be performed at all school sites within the District. Work location may require the ability to ascend stairs or the use of an elevator where applicable. Work location will be outdoors at times. Work location may be in or near construction areas subject to increased noise levels.

PHYSICAL DEMANDS:

Position requires extended periods of standing both inside and outside of structures. Manual dexterity required for the operation of communication devices such as but not limited to walkie-talkie, cellular telephones, and sound powered devices. Position requires normal auditory and visual sensory skills. Color perception is required.