

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAMPUS SAFETY ASSISTANT

BASIC FUNCTION:

Under the direction of a principal or designee, patrol and monitor campus to maintain order and security in an assigned school site; ensure student compliance with school and District policies and regulations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Patrol and maintain security of assigned campus to prevent hazards, theft, vandalism and illegal entry; maintain order and security of campus; check in visitors; monitor restrooms, hallways and surrounding buildings during passing periods; monitor cafeteria lines during nutrition and lunches; report suspicious behavior, animal control, truancy, trespassers and other issues to appropriate administrator or outside agency.

Escort students to office for disciplinary action as needed; escort truant students; report unusual activities or unauthorized persons.

Enforce school rules, regulations and policies for the safety and security of students, staff and property according to established procedures; assist the administrator with searches, and assist with investigations.

Identify and question unauthorized persons on campus; assist visitors with campus orientation and directions as needed.

Observe student behavior to ensure compliance with school rules.

Operate two-way radio as assigned; operate standard office equipment; operate digital cameras.

Respond to requests for assistance.

Perform other activities as requested including locking and unlocking doors, photographing and maintaining records of tagging, assisting with supervising of after school detentions, classrooms, assemblies and promotion activities.

OTHER DUTIES:

Prepare and maintain routine records related to work activities including dress code and tardy students.

Assist administration with canine searches.

Campus Safety Assistant - Continued

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods of individual and group supervision.
Basic interests, attitudes and emotional development of the adolescent.
Skills utilized to maintain positive relationships with students and adults.
Interpersonal skills using tact, patience and courtesy.
Health and safety regulations.
Oral and written communication skills.
Basic first aid, AED, and CPR as needed.

ABILITY TO:

Patrol and monitor campus to maintain order and safety.
Ensure student compliance with school and District policies and regulations.
Apply and explain rules, regulations, policies and procedures.
Perform duties with patience, tact and good judgment and within established guidelines.
Intervene in student conflicts/altercations.
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:

Graduation from high school or its equivalent and one year school, safety or security experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid, CPR and AED certifications issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Some evening or variable hours may be requested.

PHYSICAL DEMANDS:

Standing and walking for extended periods of time.
Ability to see to monitor student activities.
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.

Campus Safety Assistant - Continued

Physical agility and stamina.

Pushing, pulling, carrying or lifting heavy objects as assigned by the position.

Walking and running.

HAZARDS:

Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.

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