

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAMPUS SECURITY OFFICER

BASIC FUNCTION:

Under the supervision and direction of the Chief of Security or designee, patrol and supervise campus activities to ensure the well-being and safety of students and staff; ensure student compliance with school and District rules and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Work with and support site administration in maintaining a safe campus.

Patrol and supervise assigned areas of campus, ensuring students are safe, orderly, and within supervised areas and that non-students on campus are authorized visitors. Monitor lunch areas, walkways, restrooms, parking lots and adjacent areas. Monitor student behavior and activity during passing periods, student breaks within the school day, and before and after school. Ensure students arrive to class in a timely manner, check for appropriate permits and off-campus passes.

Enforce school and District rules, regulations and procedures; prevent or break up student conflicts and fights; take photographs of instances of gang activities, theft, graffiti and vandalism.

According to established procedures, report and as requested by site administration investigate unusual, suspicious or possible criminal activities; students under the influence of alcohol or controlled substances; and instances of gang activities, theft, graffiti and vandalism.

Prepare summaries or reports as required by the position.

Escort and/or direct authorized visitors and students to appropriate destinations.

Administer emergency first aid and CPR as necessary; inform appropriate personnel of the need for emergency medical services and in life-threatening situations, directly request emergency medical services; serve as a first responder in emergency situations.

Monitor campus for criminal and/or suspicious activity. In accordance with established procedures, regulations and law, as directed by site administration search backpacks, clothing and lockers for and confiscate tobacco, drugs, weapons, paraphernalia and other illegal or unauthorized possessions.

Communicate with students, staff and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Assist teachers with removing disruptive students from the classroom.

Participate in the resolution of other issues including gang activity, missing students, stolen property and cyber-bullying.

Unlock and lock gates, hallway doors or lockers as assigned.

Operate a two-way radio; respond to radio calls.

OTHER DUTIES:

Incumbents may be asked to provide translations between parents, students, staff or others in a designated second language as assigned by the position.

Perform related duties as assigned.

Incumbents may be asked to provide security during sporting events, dances and other special events and after-school activities.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods of individual and group supervision.
- Basic interests, attitudes and emotional development of adolescents.
- Oral and written communication skills.
- Health, safety and school regulations.
- Interpersonal skills using tact, patience and courtesy.
- Basic report preparation techniques.

ABILITY TO:

- Patrol and supervise campus activities to ensure the well-being and safety of students and staff at an assigned school site.
- Ensure student compliance with school and District policies and regulations.
- Report and investigate occurrences of property damage and suspicious or criminal activity.
- Apply District policies, rules and regulations.
- Learn gang and graffiti recognition and involvement.
- Prevent or break up student conflicts and fights.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Prepare incident reports.
- Observe situations and determine an effective course of action.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.
- Perform first aid, CPR and AED.
- Serve as first responder to emergency situations.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent, and one year of experience in security or experience working with adolescent students.

LICENSES AND OTHER REQUIREMENTS:

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

Incumbents must successfully complete a State-mandated Campus Security Officer course.

Some positions in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

Evening or variable hours.

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.

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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