

Escondido Union High School District Job Description

Job Title: Campus Security
Employee Unit: Classified Bargaining Unit
Job Family: Maintenance & Operations
FLSA Status: Nonexempt
Salary Level: 22
Approved By: Board of Education
Approved Date: 09/10/19

NATURE OF WORK

Under general supervision, follows a schedule in the performance of security assignments required and maintains a high visibility profile to maintain a safe and orderly environment for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

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

Regulates vehicle and pedestrian traffic at school entrance to maintain orderly flow.

Cites violators of school parking regulations.

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

Escorts students as may be required for the purpose of ensuring students are at appropriate campus locations and/or to site administrators for follow up.

Provides information to administrators and law enforcement on student incidents, violations, and campus crimes for the purposes of investigations, safety, and school security.

Prepares vandalism reports, property damage reports, and documents incidents via photos.

Accesses video surveillance to obtain evidence of school and student incidents and potential crimes if applicable.

May be required to give testimony at Hearings.

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

Maintains security of closed campus by keeping students on campus, keeping non-students off campus unless registered with administration and/or at gate, and reports unauthorized visitors to administration.

Responds to the needs of faculty, staff, students and administration regarding student confrontations or other inappropriate behaviors that may compromise the safety of the campus.

Provide students and/or staff with notification that requires urgent attention as directed by administration and/or coordinated by Lead Campus Security.

Intercede in student confrontations as required.

Provide security service for after school activities as available.

Assist with emergency custodial and/or utility tasks.

Assist with campus clean up after lunch and/or snack and for emergencies or oversee students assigned to campus clean up.

Monitor After School Detention or In-School Suspension on occasion.

On assigned work days when school is not in session, will assist in plant maintenance operation.

Campus Security assigned to In-school Student Intervention and/or Detention/Saturday School will perform the above duties on a limited basis, and may perform some or all of the following duties:

Oversee (in contained environment) students who are assigned to in-school Suspension, After-School Detention or Saturday School, assuring they are supervised at all times, including walking them to restroom and nutrition breaks.

Monitors student activity to require them to perform meaningful, academic tasks as assigned by their teachers.

Performs routine clerical tasks including processing paperwork, parent notification by telephone and/or correspondence, attendance.

May be required to perform some data entry and other related computerized recordkeeping.

Refers students who violate rules to Administration for further disciplinary action.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES/LICENSES/REGISTRATIONS:

Current California Drivers' License and automobile insurance

Current 1st Aid/CPR/AED/ Certification

Completion of the SB1626 Training (24-hour training class) within the first year of employment.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); a minimum of two years experience working with adolescents, some training or experience in security preferred. Post secondary classes in adolescent behavior, drug/gang awareness helpful. May be required to attend district provided training during the course of employment.

KNOWLEDGE OF

Methods, practices and techniques typical to performing the duties of the position; knowledge of principles, policies and practices of public school and district student safety, campus security and proper method of dealing with students in violation of district and school rules.

Individuals assigned to ISI Supervision require some computer knowledge and the ability to learn specialized software.

ABILITY TO:

Read and understand documents such as safety rules, operating and maintenance instructions, schedules, government regulations and procedure manuals; write routine reports and correspondence; effectively present information in one-on-one and group situations to students, administrators, other employees of the district, parents, outside agencies such as law enforcement officers, and the general public; confront students and visitors to the campus in a nonaggressive manner; establish a rapport with adolescents while maintaining authority; encourage students to follow rules and regulations; deal with students who refuse to follow rules and regulations in a non-threatening, nonaggressive manner; read body language; apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, talk or hear, and smell. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually loud.

COMMENTS

As a representative of the Escondido Union High School District, the person assigned to this position must demonstrate a professional appearance and a caring attitude toward students, parents and staff.