

## **Escondido Union High School District Job Description**

**Job Title:** Lead Campus Security  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Maintenance and Operations  
**FLSA Status:** Nonexempt  
**Salary Level:** 25  
**Approved By:** Board of Education  
**Approved Date:** 09/10/19

### **NATURE OF WORK**

Under supervision of site administration, follows a schedule in the performance of security assignments required to maintain a safe and orderly environment for students.

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

Functions as the school's lead security person to assure campus safety and security.

Coordinates, monitors and oversees the work and schedules of Campus Security Assistants; makes area assignments to Campus Security Assistants.

Maintains attendance records for security personnel, makes attendance reports to site admin and/or school administrative secretary, and arranges for substitutes for absent security personnel, and notifies site secretary to enter sub in absence system.

Reviews campus security timecards for accuracy, and submits to the School Administrative Secretary in a timely manner.

Provides input to administration for campus security staff evaluations.

Provides orientation, reviews procedures and routines to new campus security staff.

Maintains and makes available to the security staff a variety of schedules, safety information, school information and records for the purpose of ensuring availability of information.

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.

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.

Assist in providing coordination to campus security to deliver notifications to students and/or staff that require urgent attention.

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.

Serves as primary Campus Security during Summer School if Summer School is held on his/her assigned campus.

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

Monitor students in a contained environment for a short period of time.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities. Provides leadership for employees in the Campus Security crew including training employees; assigning and overseeing work; addressing complaints and resolving problems; in accordance with the organization's policies and applicable laws.

### **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  
Current 1<sup>st</sup> Aid/CPR/AED Certification  
SB 1626 Training (24-hour training class)

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); a minimum of two years experience in high school campus security and/or student supervision; must have successfully completed at least one basic course in the practices, techniques and application of security enforcement.

**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.

**ABILITY TO:**

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; interpret a variety of instructions furnished in written, oral, diagram, or schedule form; speak effectively before groups of customers or employees of organization; work well with other security personnel in a position of leadership in directing work of campus security personnel under the guidelines and parameters set forth by the campus administrator; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. 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, and talk or hear. The employee frequently is required to sit. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently 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, peripheral vision, and the 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 regularly works in outside weather conditions. 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, a service-oriented demeanor and a caring attitude toward students, parents and staff. As a Lead Security officer, the individual must recognize and respect the limitations of campus security vs. law enforcement and stay within the parameters of campus security. Additionally, this employee must demonstrate the ability to establish and maintain a professional rapport with students, leadership ability and the ability to deal diplomatically with staff, adhering to the guidelines established by the school administrator.