

## **TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION**

**POSTION TITLE:** School Security Person II

**DEPARTMENT/DIVISION:** Security

### **POSITION SUMMARY:**

Under the supervision of the site Principal or designee, the security person will patrol and supervise students while in school buildings, on school grounds, in parking areas, adjacent areas, and other areas as assigned, including the inside of the restrooms; to prevent illegal acts and to maintain order and a safe school environment.

### **ESSENTIAL FUNCTIONS:**

1. Patrols the campus, including touring school buildings and parking lots.
2. Observes students' behavior in order to prevent altercations and campus disorder.
3. Checks, monitors and questions students or visitors who appear to be loitering.
4. Supervises student conduct to prevent vandalism, thefts and other illegal activities.
5. Assists law enforcement agencies to apprehend students suspected of crimes.
6. Observes and reports to law enforcement agencies any acts by persons which contribute to delinquency or injury of students.
7. Authorized to apprehend individuals abusing school property or those engaged in misconduct.
8. Develops and maintains friendly and cordial relations with students, staff and school officials.
9. Observes and reports hazards or activities which may affect school safety.
10. Acts as resource to students to describe school policies and procedures and to refer students to administrators or counselors for support services.
11. Checks, opens and locks doors, windows and gates as needed.
12. Performs maintenance, custodial, clerical and ground work when not performing security duties.
13. Provides security at day and evening school-related activities such as, but not limited to, football games, basketball games and dances.
14. Assists administrators in conducting student searches.
15. Oversees daily school site security functions, ensuring compliance with proper safety and security procedures as designated by the District and/or site policy.
16. Schedules and assigns security personnel duties and/or responsibilities.
17. Assists site administration in developing specific in-service training for security personnel.
18. Trains all new security employees on site policies and procedures.
19. Supervises others in accomplishing security duties.
20. Acts as liaison between school administration, school resource officer and Student Services office.
21. Participates at District and site school safety meetings.
22. Maintains regular and prompt attendance at the workplace.
23. Performs other related duties as assigned.

### **EDUCATION AND EXPERIENCE:**

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Two years experience in work involving law enforcement or extensive public contact. Must have a High School Diploma or equivalent.

**POSTION TITLE:**

School Security Person II

**SKILLS AND QUALIFICATIONS:**

1. Knowledge of school rules and regulations.
2. Ability to observe a group of individuals and anticipate behavior.
3. Ability to deal tactfully and effectively with students of varying ages and faculty.
4. Ability to interview students to find out information.
5. Ability to maintain cooperative working relationships with those contacted in the course of work.
6. Ability to physically cover the areas of responsibility under varying weather conditions.
7. Ability to attend a reasonable number of nighttime activities as determined by the school principal or designee. (Employees who work in excess of eight (8) hours in any day or in excess of forty (40) hours in any week, will be paid overtime for providing security at evening activities.)
8. Must pass required physical examination.

**PHYSICAL REQUIREMENTS:**

Employees in this position must be/have the ability to:

1. Strong, physically active, and in good health.
2. Stand and walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat and/or stoop for brief periods of time.
4. Climb bleachers and/or stairs as required at school-related activities.
5. Reach above shoulder level for brief periods of time.
6. Push/pull up to 50 lbs.
7. Lift and carry up to 50 lbs.
8. Exercise, during the performance of his/her duties, the amount of physical control reasonably necessary to maintain order, protect property or protect the health and safety of students, staff and community members.
9. Run short distances.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and outdoors in various weather during the course of the required work schedule. Must wear closed-toed shoes and meet uniform requirements.

**SALARY:** Classified range: 35

Board Approved: TUSD 6/25/02