



## Classification Specification

### CAMPUS SECURITY MONITOR

<b>Department:</b>	Campus Security
<b>Reports To:</b>	Site Administrator
<b>Supervises:</b>	N/A
<b>Approval Date:</b>	June 24, 2020
<b>Revised Date:</b>	2010, 2020

#### **General Description:**

Patrol and supervise campus activities to ensure the well-being and safety of students, staff, and visitors; ensure student compliance with school and district rules policies and regulations; communicate observations and incidents according to established procedures.

#### **Essential Duties and Responsibilities:**

- Patrol and supervise assigned areas of campus, ensuring students are safe, orderly, and within supervised areas; monitor lunch areas, walkways, restrooms, hallways, classrooms, locker areas, gates, parking lots and adjacent areas.
- Report inappropriate student behavior; prepare necessary incident reports and notify site administrator.
- Monitor student behavior and activity during passing periods and lunchtime.
- Inform students of acceptable school behavior; enforce school and district rules, regulations, and procedures; identify and report all violations of school rules, unusual, suspicious, or criminal activities to the principal or assistant principal.
- Establish positive rapport with students in order to gain their trust and confidence; model a positive attitude for students.
- Report and respond to safety, sanitary, fire hazards, and maintenance and repair needs to the Site Administrator and/or site Administrative Assistant.
- Intervene in potential conflicts according to established procedures; prevent or break up student conflicts and fights; prepare student referrals, as necessary.
- Escort and direct authorized visitors to desired destinations; provide general information and assistance; ensure that non-students on campus are authorized visitors and direct unauthorized visitors off campus; retrieve students as requested by administrators; escort ill or injured students to school office.

- Check lunch passes, parking permits, and off-campus permits of students; ensure students arrive to class in a timely manner.
- Lock and secure building and/or facilities as directed by Site Administrator.
- Monitor extracurricular student events, including athletic events or special events as assigned.
- Prepare and maintain a variety of documents related to assigned activities, including files, logs, and incident reports; prepare written statements as required.
- Administer emergency first aid and CPR as necessary; arrange for emergency medical services as needed.
- Operate a computer and assigned software; operate and respond to calls on two-way radio; drive a vehicle such as a golf cart to conduct work and to patrol campus areas.
- May perform custodial tasks as assigned.
- Perform other duties as required, related to the primary job duties of the assigned position.

**Required Qualifications:**

**Knowledge of:**

- Basic methods of individual and group supervision.
- Basic interests, attitudes, and emotional development of adolescents.
- Safety rules and regulations.
- Laws and regulations pertaining to the control and counseling of students.
- Basic record-keeping techniques.
- Oral and written communication skills.
- Health and safety regulations.
- First aid/CPR procedures.
- Interpersonal skills using tact, patience, and courtesy.

**Ability to:**

- Patrol and monitor an assigned campus to maintain order and safety.
- Assure student compliance with school and organizational policies and regulations.
- Interpret, apply, and explain laws, rules, and regulations related to campus safety.
- Perform duties with patience, tact, and good judgment and within established guidelines.
- Establish and maintain cooperative and effective working relationships with others.
- Write incident reports.
- Observe health and safety regulations.
- Maintain routine records.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Operate a computer and assigned software.
- Operate and respond to calls on two-way radio.
- Administer emergency first aid/CPR, as necessary.
- Speak on a one-to-one basis using appropriate vocabulary and grammar to explain policies and procedures or to persuade others to take a specific action.
- Learn procedures and use of equipment needed in the event of an emergency.
- Determine appropriate action within clearly defined guidelines.
- Maintain a positive attitude toward adolescents and with the community.

- Maintain composure under stressful situations.
- Perform moderate to heavy manual physical work.
- Endure physical stress of standing and walking for extended periods of time.

**Education:** High school graduation or equivalent GED.

**Experience:** Some experience working with high school age youth.

**Licenses, Certifications, and other requirements:**

- Successful completion of the SB 1626 school security training (24-hour course) within a probationary period.
- Valid California Class C driver's license.
- Proof of current and valid Tuberculosis screening.
- Valid first aid/CPR certification.

**Desirable Qualifications:**

- N/A

**Working Conditions:**

**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.

- Indoor/outdoor work environment.
- Seasonal heat and cold or adverse weather conditions.
- Fast-paced work environment with changing priorities.
- Works in close physical contact with secondary school age children and adults.

**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 the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Stand and/or walk around for extended period of time.
- See for the purpose of reading or observing students.
- Hear and understand speech at normal level.
- Communicate so that others can clearly understand normal conversation.
- The employee is frequently required to: see for the purpose of watching students to ensure their safety.
- Lift and/or carry objects up to 50 lbs. in weight.
- Bend, twist, stoop, or kneel.
- Reach in all directions.

**Hazards:**

- Potential physical hazards involved in intervening in fights and other anti-social, illegal, and physical confrontations.
- Contact with dissatisfied or hostile individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.