

Title:	Campus Security	Reports To:	Site Administrator	
Department:	School Site	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	182	
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input checked="" type="checkbox"/> CSEA 27 – Range 25 <input type="checkbox"/> CSEA 860	

DEFINITION

Under general supervision, patrols assigned school buildings, grounds, parking lots, and areas adjacent to school property to maintain order and security and protect property, staff, and students; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Site Administrator.

ESSENTIAL FUNCTIONS

- Patrols school buildings, yards, grounds, parking lots, and adjacent areas to maintain order and security; observes and monitors students or visitors who appear to be loitering and takes appropriate action; reports signs of vandalism to proper authorities; responds to emergencies and other security concerns.
- Supervises student conduct before, during, and after school hours to promote prescribed standards of conduct and behavior; should altercations occur take appropriate actions, report major infractions to school administration and local safety enforcement; escorts students to class or, when necessary, to the administrative office.
- Responds to teacher or administrator requests for assistance in the classroom and around campus.
- Maintains effective rapport with individual students and student groups for the purpose of ensuring safety within the school site.
- Communicates and interacts with parents/guardians, staff, and the public as directed by supervisor to answer questions, address concerns, and provide requested information.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of conflict resolution.
- Office practices, methods, and equipment related to assigned work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Skills to provide a high level of customer service.

Ability to:

- Patrol school buildings, yards, parking areas, and adjacent areas to maintain order and security.
- Monitor, encourage, and ensure student compliance with school and District policies and regulations.
- Facilitate communications between students and staff to enhance understanding and promote a secure environment.
- Learn and understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Observe student behavior according to approved policies and procedures.
- Understand and follow oral and written instructions.
- Operate office equipment.
- Organize work, set priorities, and meet deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use discretion, initiative, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive, effective, and respectful working relationships with the school community.
- Maintain confidentiality.

Education and Experience:

- High School Diploma or equivalent to the completion of the twelfth (12th) grade.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Identification Card or Driver's License by time of appointment.
- Completion of training course as required by law and provided by the school district.

PHYSICAL DEMANDS

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency		Activity	Frequency
Bend	I		Lift/carry 0-10 lbs	F
Twist	O		Lift/carry 11-25 lbs	I
Squat	I		Lift/carry 26-40 lbs	O
Kneel	I		Lift/carry 41-100 lbs	N
Climb	O		Stand	I
Reach above shoulder	I		Walk	I
Grip/Grasp	F		Sit	F
Extend/Flex Neck	O		Drive	O
Use Dominant Hand	F		Perform Repetitive Hand Motions	F
Use Non-Dominant Hand	O		Keyboarding/Mouse Work	F
Ability to See	F		Ability to Hear	F

ENVIRONMENTAL ELEMENTS

Employees work indoors with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures. Employees may interact with upset staff, students, and/or public and private representatives in interpreting and enforcing District policies and procedures.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.