

CAMPUS SECURITY SPECIALIST

Classification: Administrative – School Based

Location: Assigned Department

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Responsible for campus security supervision to prevent, detect, and confront threats to students and the school and to help maintain discipline and orderly conduct within the school.

Part II: Supervision and Controls over the Work:

Works under the supervision of a school administrator(s) who assigns responsibilities and provides direction and guidance. Campus security monitor follows district and school policies and procedures in carrying out daily responsibilities. Administrators are generally available to provide guidance in most situations. However, the campus security monitor must be able and willing to independently exercise sound and reasonable judgment in emergency situations. Consults with SMO administrator in carrying out the campus security program.

Part III: Major Duties and Responsibilities:

1. Safety Supervision:
 - a. Provide supervision of students before, during, and after school.
 - b. Contribute to the development and oversight of the campus security.
 - c. Supervise in-school suspension.
 - d. Inputs discipline infractions into the computer.
2. Safety Activities:
 - a. Patrol school grounds to detect unauthorized persons or vehicles.
 - b. Check cars for parking authorization.
 - c. Keep current log of authorized student drivers and issue parking permits.

- d. Reviews discipline infractions to identify and address student problem areas.
3. Safety Coordination:
 - a. Establishes and maintains liaison with law enforcement and fire officials.
 - b. Notifies administrator(s) and coordinates with administrator on notifying law enforcement of potential criminal activity.
 - c. Calls law enforcement and fire officials for assistance according to the emergency plan and school administrator direction.
 4. Planning:
 - a. Assists building administrators in implementing disciplinary plans, investigations, and detentions.
 - b. Helps in the ongoing implementation of the school-wide safety plan and participates on the safety committee.

Perform other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- High School diploma or equivalent.
- Ability to establish and maintain effective relationships with students, staff, administrators, and law enforcement personnel.
- Valid first aid training.
- Ability to meet physical standards (a physical exam may be required).
- Licensed as an unarmed private security officer.

Part V: Desired Qualifications:

- Bilingual and bicultural skills.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment 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 frequently required to sit, talk, move about, and hear.
- Must be physically capable of running, lifting, pushing, jumping and restraining when responding to students fighting, intruder pursuit, or other emergencies.
- The employee must occasionally lift and/or move 25 to 50 pounds, and move or restrain more than 100 pounds when required to intervene in student safety issues.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.
- The employee may be exposed to infectious disease as carried by students, exposed to student noise and learning resource noise levels.
- The employee may be required to travel on school owned or leased vehicles while supervising and assisting students.