



## LOMPEC UNIFIED SCHOOL DISTRICT

### STUDENT SAFETY ASSISTANT/CAMPUS LIAISON

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#### **JOB SUMMARY:**

Under the direction of a Principal or Assistant Principal, patrol and supervise campus activities to assure the well-being and safety of students, staff and visitors in non-classroom activities; assure student compliance with school and District rules and procedures; serve as campus liaison between the community, parents, school and staff.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Patrol and supervise assigned areas of campus, assuring students are safe, orderly, and within supervised areas; assure non-students on campus are authorized visitors; monitor lunch areas, walkways, bus stops, restrooms, parking lots and adjacent areas; monitor student behavior and activity during passing periods and lunchtime; promote positive behavior; assure students arrive to class in a timely manner; enforce school and District rules, regulations and procedures.
- Investigate and report unusual, suspicious or criminal activities; prevent or break up student conflicts and fights; investigate incidents and report instances of graffiti and vandalism; take photos of incidents as appropriate; serve as first responder to student incidents; maintain chain of custody for evidence; prepare students for transport to school nurses' office or ambulance as needed; refer incidents including personal injuries, altercations, suspicious activities, and rule violations to appropriate site personnel.
- Escort and direct authorized visitors to desired destinations; provide general information and assistance; escort delinquent, injured, ill or disruptive students to and from administration offices.
- Communicate with students, parents, administrators, faculty and staff concerning student behavior and assigned activities; report incidents involving students, personnel and the public to appropriate staff or administrator; provide information to and assist police in matters of illegal student activity; communicate with and mentor at-risk students.
- Serve as liaison between the community, parents, school and staff; refer students or parents to school or community resources as necessary.
- Monitor attendance of students identified by staff as at-risk due to absences; prepare reports regarding student attendance and behavior; contact parents of students with attendance problems and provide information regarding consequences and suggested intervention methods; prepare School Attendance Review Board (SARB) referrals and attend SARB meetings as requested.
- Coordinate and make home visits and parent meetings to obtain information and/or discuss needs and problems involving students and their families; communicate with students and families to discuss attendance issues, assess situations, improve communication, and provide information regarding school policies and programs; refer students and families to outside agencies such as State agencies, medical professionals, counselors, foundations, charities as needed.
- Prepare written materials and other records to document activities and/or relate activities to administration for action.
- Operate a variety of office equipment including a copier, fax machine, printer, computer and assigned software; utilize and respond to calls on two-way radio; operate a golf cart as assigned by the position; drive a vehicle to conduct work.
- Attend a variety of meetings and in-service trainings related to safety, current student needs/incidents and related matters.
- Transport students when parent transportation and/or District transportation is not available as requested.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

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## **REQUIRED QUALIFICATIONS:**

### Education and Experience:

Any combination equivalent to: graduation from high school and one year of general clerical experience including some experience working with students or families in community service programs.

### Licenses and other Requirements

- Obtain or possess a valid First Aid and CPR Certificate issued by an authorized agency.
- Valid California Class C driver's license and evidence of insurability as assigned by the position.
- SB 390 Security Officer Training Certificate

### Knowledge of:

- Basic methods of individual and group supervision.
- Basic interests, attitudes and emotional development of adolescents.
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds of non-English speaking students. Oral and written communication skills.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.
- Basic first aid and CPR procedures.

### Ability to:

- Patrol and supervise campus activities to assure the well-being and safety of students, staff and visitors in non-classroom activities. Assure student compliance with school and organizational policies, rules and regulations.
- Investigate occurrences of property damage and suspicious or criminal activity.
- Serve as campus liaison between school staff, students, parents and the community.
- Provide information regarding programs and services available to students and families and school and/or District activities and procedures. Establish and maintain contact with families of students.
- Learn, interpret, apply and explain rules and regulations.
- Prevent or break up student conflicts and fights.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Maintain routine records related to assigned activities.
- Maintain confidentiality.
- Determine appropriate action within clearly defined guidelines.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.
- Administer first aid and CPR.

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor and outdoor environment.
- Seasonal heat and cold or adverse weather conditions. Driving a vehicle to conduct work as assigned.

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.

- Standing and walking for extended periods of time.
- Seeing to monitor student activities.

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- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a vehicle.
- Physical agility and stamina.
- Running.

Hazards:

- Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.
- Contact with dissatisfied or abusive 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.

**FLSA Status:** Non-Exempt

**Approval Date:** February 14, 2023

**Personnel Commission First Reading:** November 17, 2022

**Personnel Commission Approval:** November 17, 2022

**Salary Range:** 28