



Hawthorne School District

14120 Hawthorne Blvd., Hawthorne, CA 90250
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CLASSIFIED EMPLOYMENT OPPORTUNITY **OPEN** ***SUBSTITUTE CAMPUS SECURITY OFFICER***

SCHEDULE: On-call-as-needed

SALARY: \$21.60/Hour

DEADLINE TO APPLY: CONTINUOUS

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- 🔒 Performs campus and parking lot control and monitoring of functions and activities.
- 🔒 Monitors and directs student activities in hallways, restrooms and in areas adjacent to school buildings.
- 🔒 Controls, monitors, and provides direction to unauthorized persons on the campus.
- 🔒 Assists and directs campus visitors to authorized parking areas and appropriate offices.
- 🔒 Inspects, reviews, and monitors campus and parking areas to ensure against inappropriate behaviors and to identify potential safety hazards.
- 🔒 Assists in the maintenance of appropriate student behaviors.
- 🔒 Enforces the District and school regulations pertaining to student activities.
- 🔒 Counsels and advises students and others regarding violation of rules and regulations.
- 🔒 May detain persons suspected of violation of laws and crimes on the school campus.
- 🔒 Reports inappropriate student behavior and prepares the necessary incident reports.
- 🔒 Serves as a liaison to law enforcement agencies to maintain the security and control of campus and parking areas.
- 🔒 May assist the school administrator in student search processes and in detaining a student who is involved in serious legal infractions.
- 🔒 Prepares or assists in preparing vandalism, property damage, and theft reports.
- 🔒 Assists ill students or students experiencing difficulty by escorting them to the health office or appropriate administrative offices.
- 🔒 May assist in the development, implementation, and maintenance of the school safety and disaster plans.
- 🔒 Responds to, and investigates campus assault, battery and suspected possession of illegal substances and weapons.
- 🔒 Performs other related duties as required.

QUALIFICATIONS/REQUIREMENTS:

- ✓ One year of experience working with students, performing campus security and control functions.
- ✓ Equivalent to the completion of the twelfth grade (**must submit copy**), supplemented by training or coursework in behavior modification techniques, student supervision or closely related fields.
- ✓ **Must possess and submit** a copy of SB 390 compliant certification (Education Code 38001.5).

Persons interested in applying and being interviewed for the position of Substitute Campus Security Officer, must submit a completed **Classified Employment Application form, a copy of high school diploma, and a copy of the certification requirement (SB 390)** and forward these to the Hawthorne School District Human Resources Office. Oral interviews will be scheduled thereafter. Applications may be obtained by contacting the Classified Personnel Manager, Glinda Medina, at (310) 676-2276 or on the District website at: www.hawthorne.k12.ca.us.

WE RESERVE THE RIGHT TO REOPEN, READVERTISE, DELAY, OR CANCEL LISTING OF THIS POSITION

Hawthorne School District Is An Equal Opportunity - Affirmative Action - Title IX Employer

The Hawthorne School District desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Hawthorne School District prohibits employees from discriminating against or harassing any other employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.