



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Campus Safety Supervisor

JOB SUMMARY:

Under the general supervision of a school site administrator or designee, patrols and monitors an assigned district school campus and/or property to maintain order, safety, and security; discourages improper behavior and assures student/non-student compliance with laws and school district policies and regulations; controls traffic, parking, and access to campus/property.

REPRESENTATIVE DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

Essential Duties:

- Patrol a district school campus and/or property, parking lot and its vicinity before, during and after school hours to maintain order, safety, and security;
- Observe, identify, report, monitor and discourage actual and/or potential threats involving student or personnel safety, unsafe conditions or problems with security, student conflicts, altercations and/or school disorders, disruptions and/or violence which includes vandalism, thefts, and illegal activities;
- Assist in supervising and maintaining appropriate student behavior in all campus areas including, but not limited to, student restrooms and locker rooms;
- Attempt to prevent altercations, intervene, and de-escalate disturbances when necessary for the safety of students, staff, or others;
- Provide appropriate leadership for students to earn their respect and cooperation in following directions and school rules;
- Engage with and question students and campus visitors suspected of violating rules and regulations;
- Investigate and report incidents of persons loitering on or near campus and students leaving or congregating off campus grounds without permission;
- Prevent students from leaving campus without appropriate permits or authorizations;
- Assist and direct campus visitors to authorized parking areas and appropriate location to ensure proper sign-in procedures;
- Direct traffic flow and parking, issue parking citations for violations of school district policies and regulations;
- Supervise bus stops, loading and unloading;
- Respond to emergency situations, and take appropriate action in accordance with established guidelines; provides basic first aid services as necessary;
- Identify, correct and/or report safety hazards that may compromise student/staff safety;
- Report misuse of facilities, vandalism, unauthorized activities, inappropriate behavior, violations, or potentially dangerous situations to school administrator and law enforcement as necessary;

- Perform a variety of routine clerical work involving recordkeeping, telephone calls, and preparing reports.

Other Related Duties:

- Perform basic safety maintenance duties and general campus cleaning;
- Attend staff meetings and participate in meetings and in-service training programs as assigned;
- Assist with crowd control at campus events.

SUPERVISION:

General supervision is received from the site administrator or designee.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Policies, rules, regulations, and effective methods of maintaining campus control, security, and appropriate student behavior;
- Positive behavior interventions and supports;
- Techniques used to guide, motivate, and supervise students;
- Health and safety regulations;
- Crowd and traffic control techniques;
- Modern office methods, procedures, terms, and equipment including a working knowledge of the use of personal computers, word processing, email, and internet computer applications;
- English usage including reading, grammar, spelling, and punctuation;
- Basic record keeping and report writing techniques;
- Written and oral communication principles and practices.

Ability to:

- Patrol and monitor and assigned district school campus and/or property to maintain order, safety, and security;
- Communicate effectively with children and adults demonstrating respect, poise, patience, sensitivity and understanding;
- Read, write, and communicate effectively;
- Assure compliance with laws and school district policies and regulations;
- Observe and analyze situations and swiftly and accurately determine and enact an effective course of action;
- Safely direct crowds and traffic;
- Operate a variety of modern office equipment, including personal computer and word processing software, two-way radio;
- Learn and apply District and school philosophies, policies, procedures, and guidelines;
- Maintain confidentiality, remember facts, information, and people;
- Perform routine clerical work including establishing and maintaining accurate records;
- Maintain reliable, punctual, and regular attendance;
- Work independently;
- Understand and carry out oral and written instructions;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents,

- teachers, administration, and staff;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy, and respect in a manner that reflects positively on the District.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;

Experience:

- Prior paid or volunteer experience involving the supervision of children and experience in community or public safety services is highly desirable.

Licenses and Certificates Required:

- Possession of a valid and appropriate California Driver License;
- Within two (2) months of employment, possession of valid, current First Aid and Adult/Child CPR Certificates;
- Within two (2) months of employment, required to successfully complete Pro-Act Training;
- Within two (2) months of employment, required to obtain a certificate indicating completion of an approved School Campus Security Training course meeting the requirements set forth in Education Code 38001.5 and BPC 7583.45;

All of the above licenses certificates must be maintained as a condition of continued employment.

Gender:

- Gender is a bona fide occupational qualification for individual positions and is determined by whether the position is assigned to monitor the boys' or girls' restroom or locker room facilities.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

Walking and standing for extended periods of time; physical agility and stamina, including the ability to run 200 yards without stopping and the ability to ascend and descend stairs, steps, and ladders; safely lifts, carries, pushes up to 50 pounds; uses arms, hands and fingers on both hands to operate assigned equipment; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see and observe activities and behavior both indoor and outdoor and small details in a classroom environment; speech and vocal capacity sufficient to be heard by others in a noisy environment; hearing sufficient to be able to tell when a person is having difficulty or being disruptive; employment contingent upon passing a physical and back evaluation test.

Work Environment:

The working environment is indoors and outdoors exposed to sunlight, wind and weather elements found in a Southern California beach community; has constant direct contact with students and other

district staff; is frequently exposed to minor, and on occasion, to severe contagious illnesses; frequently exposed to noise generated by children involved in activities; occasionally works without direct guidance from immediate supervisor.

Hazards:

Potential physical hazards involved in intervening in anti-social, illegal and violent behavior and confrontations.

SALARY RANGE

Salary Range 25

Classified Bargaining Unit

New classification approved by Personnel Commission 7-13-23