

**PUEBLO SCHOOL DISTRICT 60**  
**CLASSIFIED JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

<b>Job Title:</b>	Campus Security Guard
<b>Prepared Date:</b>	7/1/2018
<b>Revised Date:</b>	9/15/2023
<b>Work Year:</b>	158 Work Days
<b>Department:</b>	School Culture, Wellness, and Safety
<b>Reports To:</b>	Building Principal
<b>Salary Range:</b>	Campus Security Guard Salary Schedule
<b>Benefits:</b>	Fringe benefits based on PESPA Negotiated Agreement
<b>Status:</b>	FLSA Status: Non-Exempt

**SUMMARY OF FUNCTIONS:**

The purpose of the Campus Security Guard is to provide for the safety and welfare of students during classroom and non-classroom activities; minimizing the frequency and/or severity of harmful incidents; and communicating observations and/or incidents that have a potential impact on the general well-being of students, school personnel, and/or visitors

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below 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.

**REQUIRED:**

- High School Diploma or equivalent
- Minimum of one (1) year security experience and/or previous training/experience in security related position

- Must obtain and maintain CPR and First-Aid Certification within 3 months of employment
- Must obtain and maintain Crisis Preventative Intervention (CPI) training certification within 3 months of employment.
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Previous Military or police experience
- Previous experience working in a public school setting
- Experience working with youth or school age youth related programs
- Knowledge of rules and regulations of the District regarding student conduct and visitation privileges
- Spanish speaking skills

**SKILLS AND KNOWLEDGE:**

- Customer service and public relations
- Ability to diffuse and manage volatile and stressful situations
- Ability to intervene in physical altercations or physically restrain people
- Ability to learn and apply behavioral management techniques with consistency and good judgement
- Ability to prioritize, plan, organize, and execute work using independent judgment
- Knowledge of District and school policies and procedures
- Basic computer skills and ability to use a computer for word processing
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to establish and maintain a professional/effective working relationship with all staff, students, and parents
- Ability to make independent decisions in accordance with established policies and procedures; Ability to answer routine questions
- Ability to follow verbal and written instructions

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Monitor hallways, classrooms, stairwell, as well as entire building

- Monitor student and staff parking lots
- Direct visitors to appropriate destinations
- Escort intruders off campus and involve law enforcement officials when necessary
- Use a variety of appropriate measures to keep proper order on campus
- Escort students to/from class/campus as directed by an administrator or teacher
- Be proactive in preventing damage to school, staff, and student property
- In conjunction with the School Administrator, assist the SRO in checking school lockers for illegal drugs, alcohol, stolen items, weapons, etc.
- Write up parking violations
- When aware of ongoing or planned off-campus activities that may be detrimental to the welfare and safety of students, report such activities to the School Administration
- Clear and check the school building during a fire drill or other instances of emergency evacuation
- Assist classroom teachers in dealing with disruptive students
- Witness building administrator student searches for weapons or illegal drugs
- Responsible for maintaining “zero tolerance” behavior as it relates to gang-like activity
- Detain students involved in criminal activity until law enforcement authorities arrive
- Assist building administrators in conducting investigations involving inappropriate behavior
- Deliver messages to teachers and students for administrators, teachers, and secretaries
- Attend District-provided in-service training as required by the Central District Office unless campus security requires otherwise
- Supervise after school and in-house detentions when requested by building principal
- Supervise classroom(s) when no substitute has arrived or a teacher requests assistance while he/she may need to leave the classroom
- Supervise school bused for field trips
- Issue lockers to students and be responsible for all record keeping
- Lock and unlock parking lot cables
- Direct students to return to school from stores and food outlets
- Escort students to in-school exclusion and obtain their school work
- Perform first aid appropriate to training
- Work cooperatively with police officers

#### **NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the School Administration

The physical demands, work environment factors, and mental functions described below 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.

#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands

and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 6 hrs per day)

C – Continually (6 – 9 hrs per day)

NA – Not Applicable

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting			X		
Stationary Standing				X	
Walking (level surface)					X
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 75 lbs.			X		
Lifting Maximum weight: 75 lbs.			X		
Carrying Maximum weight: 75 lbs.			X		

### **WORKING CONDITIONS:**

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work; constant interruptions; works in classrooms and hallways surrounded by students and staff of various ages and abilities; potential contact with blood and other body fluids and communicable diseases. Potential Interaction with aggravated, upset, and violent students.