



South Lane School District

Job Description

Job Title: Campus Security
Assignment: High School
Reports To: Building Administrator(s)
Evaluated By: Building Administrator(s)

JOB SUMMARY

This position provides administrative support to the school staff including matters of a confidential nature. This position includes the responsibility of assisting administration with the implementation and enforcing of school, district, state and federal student safety and student behavior management guidelines and policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Follows and maintains knowledge of all applicable District policy(ies) and procedures.
 2. Tracks and reports student truancy, attendance and tardy violations.
 3. Conferences with students regarding attendance.
 4. Monitors of students free time periods including cafeteria, hallways, and grounds before school, after school, and passing times.
 5. Supervises ISS and other forms of disciplinary actions (time outs, Wednesday School, etc.)
 6. Handles minor discipline
 7. Removes student from classroom
 8. Facilitates conflict resolution among students possibly including mediation and problem solving.
 9. Interacts and consults frequently with staff, administration, parents and potentially law enforcement concerning student violations and behavior management.
 10. Handles guest passes for dances (contact other schools to verify student in good standing)
 11. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
 12. Maintains appropriate certifications and training hours as required.
 13. Attends work regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Attends staff meetings.
 2. Attends in-service trainings.
 3. Completes paperwork in a timely manner
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SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED). Prior successful experience working in a school setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with students and public.
- **Language Skills:** Ability to communicate fluently in English both verbally and in writing. Ability to respond to common inquiries or complaints from students, parents, staff, or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to prepare correspondence and reports.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in a variety of situations. Ability to understand and appropriately react to unpredictable situations. Ability to identify and appropriately address safety and security threats.
- **Computer Skills:** General knowledge of computer usage and ability to use e-mail, internet software and word processing software.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, administrators, parents and members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions. Ability to work independently and with limited supervision. Demonstrate ability to participate in physically demanding activities and/or intense situations.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Drivers License. Ability to obtain a valid First Aid/CPR card.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard school setting including hallways, common areas and surrounding grounds. The noise level in the work environment is usually moderate, but occasionally high depending upon student population and activities. The employee is frequently exposed to wet or humid conditions and outdoor weather conditions. The employee may be exposed to bodily fluids and blood borne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By: CLASS Committee	Prepared Date: March 2014
Reviewed/Adopted By: SLSD School Board	Review Date: June 2014

I have read and understand this job description.

Signature:

Date:
