



**JOB DESCRIPTION**  
**School Safety Officer**  
**(formerly Campus Supervisors I & II)**

<b>Reports to:</b>	Site Administrator or designee	<b>Employment Group / Salary Range:</b>	Classified
<b>Dept:</b>	Student Support Services	<b>FLSA:</b>	Non-exempt
<b>Annual Work Days:</b>	183	<b>Formal Review Date:</b> <b>Board Approval Date:</b>	11/13/23 12/11/23

**PRIMARY FUNCTIONS**

Under general supervision, patrols the campus and surrounding areas to provide a safe and secure school environment; acts as a deterrent to unsafe or poor behavior; maintains campus security and protects District property against vandalism, illegal entry, fire and theft; enforces school rules and regulations and responds to emergency situations; and performs related duties as assigned. Position may require varying work hours and days, including evenings and weekends.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 class.

- Patrols the campus and surrounding areas, bus stops, to ensure the safety and well-being of students and staff and the security of the facility; reports any discipline infractions, unauthorized visitors, and acts of vandalism to the building administration.
- Ensures a smooth traffic flow of students through the hallways, assisting students with punctual arrival to class and to assigned locations; assists with supervision during breaks, meal periods and the arrival and dismissal of students.
- Intervenes in situations likely to result in disruption or injury and directs students to refrain from such conduct; removes disruptive students from classes and school activities when needed.
- Assists visitors with directions and securing proper identification; initiates contact with individuals on school grounds or surrounding property to ensure visitor authorization; escorts unauthorized visitors from school grounds.
- Monitors driving and parking rules and restrictions according to the Parent Student Handbook, and makes referrals to site administrator and/or SRO as necessary.
- Monitors security cameras; inspects and monitors the security of doors, windows and gates; resets alarm systems and tests for proper operation as necessary; responds to fire and burglar alarms and extinguishes small fires; summons and communicates with police and fire department personnel as needed.
- Provides support for emergency situations.

- Immediately notifies appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances or anabolic steroids.
- Detects and reports buildings and grounds safety and security hazards, water leaks and malfunctioning equipment; may perform temporary repairs on school property and equipment as appropriate.
- Maintains physical and electronic logs, records and reports; participates in meetings, in-service workshops and training.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from high school diploma or GED equivalent, and at least one year of providing assistance or information to customers and the public or supervision of students in a school setting. An associate degree or equivalent college coursework with an emphasis in criminal justice or related coursework is preferred.

### **Licenses, Certificates and Other Requirements:**

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program is required.
- Must complete SB 1626 Course within six months of employment.
- CPR, First Aid and AED certifications required within six months of employment.
- CPI Training or equivalent within six month of employment

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- General functions, operations and activities of a K-12 security department.
- Legal rights of students, parents and visitors and proper methods and procedures for warning and citing individuals violating ordinances, laws or District policies and procedures.
- Safety hazard identification, observation and reporting techniques.
- State and District rules, regulations and requirements related to job requirements including student discipline process, searches and seizures in an educational environment, Reasonable Suspicion and Probable Cause.
- California Education Code and other laws, ordinances, codes and regulations applicable to assigned areas of responsibility.
- Methods and procedures for effective report writing; correct English usage, grammar, spelling and punctuation.

- Uses and operations of computers, standard business software and other standard business equipment.
- Principles and practices of customer service.
- Safety policies and work practices applicable to the work being performed.

**Skills and Abilities to:**

- Communicate tactfully, respectfully and effectively with others, both orally and in writing, in a manner consistent with school security and customer service practices.
- Use mediation and conflict resolution skills to nullify the threat of both verbal and physical fights and reduce the risk of external attacks.
- Secure premises and protect students and staff members in day-to-day activities and in the event of an unexpected attack or disaster.
- Use non-lethal weapons and surveillance techniques according to established policies and procedures including vehicles, two-way radio systems, emergency alarm systems and cameras.
- Work independently and make sound judgments and decisions within established guidelines, with a minimum of supervision.
- Wear a District security uniform and police duty belt.
- Analyze situations accurately as they occur and adopt appropriate courses of action based on relevant laws, regulations, ordinances and policies.
- Maintain detailed and confidential student records and files.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental 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 qualified individuals with disabilities to perform the essential functions.

**Physical Demands:**

While performing the duties of this class, the employee must maintain physical fitness requirements necessary to perform the job functions with or without accommodation, including the ability to sit, walk, run, and stand for extended periods; talk or hear, in person and by telephone; reach with hands and arms and perform repetitive movements of hands or wrists; position and maintain traffic barricades and lift up to 50 pounds. Vision requirements include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.

**Mental Demands:**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; analyze and solve problems; use basic math; work under deadlines with interruptions; and interact with others encountered in the course of work.

### **WORKING ENVIRONMENT**

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

The employee works in a school and office environment with exposure to computer screens, noise and outside weather conditions. Work involves contact with hostile or abusive individuals. Some duties may involve exposure to dust, fumes and traffic.

The employee is required to travel to various District sites and to respond to emergency situations.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

\_\_\_\_\_  
***Employee Signature***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Name Printed***