



Job Description

POSITION TITLE: Campus Safety Technician #2420
County Operated Schools & Programs

SALARY PLACEMENT: Classified Hourly Salary Schedule
Range 28

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND EXPERIENCE:

Possess a High School diploma or equivalent. Three years of previous experience working with youth and adults in a variety of settings.

DESIREABLE QUALIFICATIONS:

Pursuing an advanced degree in the educational, social services or similar field. Experience working with students, teachers and parents in an educational setting. Ability to read, write and speak Spanish, Cambodian or Vietnamese.

SKILLS AND ABILITIES

Ability to monitor the campus to assure compliance with school policies and regulations. Possess the ability to intervene in situations likely to result in disruption or injury. Basic computer competency. Possess knowledge of health and safety regulations, basic First Aid and CPR procedures, and Managing Assaultive Behavior (MAB) techniques. Possess a California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students.

SUMMARY OF POSITION:

Under limited supervision of the School Site Administration, patrol and supervise campus activities to assure the well-being and safety of students, staff, and visitors. Perform a variety of technical, instructional and clerical tasks at the school site. Contribute to the positive culture that has been established as part of the mission, vision, and beliefs of the school.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Maintain and support school rules, regulations, and policies for the safety, health and security of students, staff, and property.
2. Assist visitors with campus orientation and directions.
3. Respond to immediate site safety and security concerns in support of the Site Safety Plan.
4. Collaborate with community agencies (e.g. law enforcement, courts, human services agency, mental health, etc.) for the purpose of addressing individual cases and/or taking action regarding criminal activities, vandalism, etc. for the safety and security of the school site.
5. Develop and maintain positive, cooperative relationships with students, parents, staff, and the community.
6. Support site with daily attendance and truancy intervention process.
7. Assist teachers, counselors and administration in identifying students with poor academic, attendance and behavior problems and develop appropriate intervention plans.

8. Support discipline intervention process as determined by site staff and document as necessary.
9. Maintain confidentiality in job related matters.
10. Participate in staff meetings, in-service training, workshops, hearings etc. for the purpose of conveying and/or gathering information required to perform job functions.
11. Communicate effectively both orally and in writing.
12. May transport students to various locations within San Joaquin County.
13. Perform other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and walk for extended periods of time.
2. Enter data in to a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in a school setting, and come in direct contact with SJCOE staff, parents, students and the public-at-large.