| | |
|---|---|
| Position: Campus Safety Specialist II | FLSA: Non-exempt |
| Department/Site: Secondary School Levels | Salary Grade: 4 |
| Reports to: Principal or Designee | |

## OVERALL OBJECTIVE AND SUMMARY

Assists and oversees students' conduct on assigned school campus, contributing to a safe environment for staff, students, and visitors. Facilitates peer mediation and team building processes with individuals and small groups of students.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitors a high school campus, parking lots, adjacent areas and other facilities to discourage loitering, harassment, improper behavior, property damage, and theft.
- Monitors campus parking and traffic movement.
- Encourages loitering students to return to class. Encourages non-students to leave the school premises.
- Prepares reports and maintains records regarding any problems or occurrences at school site.
- Observes and controls behavior of students according to approved procedures. Assists in maintaining order among students on the school grounds during breaks and lunch periods and in the cafeteria.
- Monitors assigned area to assist students and to resolve minor problems.
- Assists student helpers in cafeteria by providing work direction and guidance.
- Directs movement of students in an orderly manner.
- Assists students observing acceptable rules of conduct.
- Assists in cafeteria in supervising students in lunch lines.
- Provides peer mediation services to students.
- Performs other duties as assigned that support the overall objective of the position.

## QUALIFICATIONS

Knowledge of:

- Basic security and safety procedures.
- Student behavior and the techniques for overseeing students in unstructured settings.
- Interpersonal skills sufficient to deal with normal and possibly confrontational situations, to facilitate group discussions and mediation among students.
- Basic report writing.

Ability to:

- Learn District and site policies, procedures and regulations regarding appropriate student behavior on grounds or in facilities.
- Assess situations, interpret student behavior and apply appropriate measures to enforce school regulations.
- Diffuse situations calmly and with authority.
- Work independently in carrying out the duties of the position.
- Prepare descriptive reports of problems or situations requiring intervention.
- Complete State-required training.
- Enforce school regulations.
- Monitor recreational games and play activities.
- Understand and follow oral and written directions.
- Communicate effectively with students and adults.

## PHYSICAL ABILITIES

This position requires:

- Visual acuity to observe people, facilities, situations, and movement.
- Sufficient ambulatory abilities to stand for extended periods of time, walk continually, and occasionally pull, push, or lift medium weight objects.
- Auditory ability to carry on conversations and project voice in a noisy outdoor or large indoor room environment.
- Ability to take precautions against exposure to health and safety risks.
- Speaking and hearing to communicate in person or over the phone.

## EDUCATION AND EXPERIENCE

The position requires a High School diploma. Two years of experience working with youths in small groups and in individual counseling settings is desired. Requires completion of state-required training.

## LICENSES AND CERTIFICATES

First Aid/CPR certificate may be required.

***In alignment with the MOU between NUSD and CSEA "Standard Expectations and Safety Attire for Campus Safety Specialists" dated March 18, 2022, see attached Campus Safety Specialist Standards.***

Adopted: June 2001
Revised: June 13, 2007
Range Updated: July 1, 2025 per CBA

# Campus Safety Specialist Standards

**VISIBILITY: To maintain a safe, academic environment, where students, staff, and visitors are aware of the presence of our campus supervisors.**

- Each Campus Safety Specialist makes three to five daily connections with each classroom teacher in assigned areas.
- Campus Safety Specialists position themselves so they are most visible to the largest number of students, staff, and visitors so that one or more Campus Safety Specialists are seen when walking the campus from location to location.
- Campus Safety Specialists will utilize NUSD safety attire and NUSD identification to make themselves distinguishable to staff, students, and visitors.

**MOVEMENT: To utilize the number of Campus Safety Specialists available each day to adequately supervise the campus.**

- Campus Safety Specialists utilize constant movement to make multiple contacts with students, staff and visitors, unless directed otherwise.
- Campus Safety Specialists utilize movement to adequately cover their assigned areas of the campus and assess perimeter security.
- Movement creates an increased awareness from students, staff, and visitors of the presence of Campus Safety Specialists.

**COMMUNICATION: To nurture a positive and professional rapport with students, staff, guests, and among team members.**

- Communication with students balances the need to develop a personal rapport with the need to hold students accountable for their actions.
- Visual and verbal communication is utilized to have students desist from potentially inappropriate activities.
- Verbal communication is utilized to reinforce the policies and procedures.
- Communication with guests is inviting: visitors and guests are both invited and aware of the presence of our Campus Safety Specialists.
- Communication among team members is appropriate, timely, and allows for the achievement of the team's standards and goals.
- Communication with staff is appropriate, supportive, and is utilized to assess the seriousness of the situation.
- Communication is positive and supportive of the school, its environment and its community.
- Issues of concern and need are addressed at appropriate times.
- Radio communications are succinct and timely, and address sensitive issues appropriately.

**RESPONSE: To sustain a feeling of security and support among staff and students through the timeliness and appropriateness of each response.**

- The response to a request for assistance is timely.
- Responses are proactive and preventive as often as possible.
- Responses to situations help calm and control the environment.
- The response is proportional to the situation.

RR 11/16/22

11/16/22