

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: CAMPUS SECURITY LIAISON

PRIMARY FUNCTION:

Under the direct supervision of school site administration and the Director of Pupil Services, provide supervision and security for the school campus, students, and staff; assist in the maintenance of an orderly and safe campus; evaluate and control security situations; assure student compliance with school and district rules, procedures, policies, and regulations.

REPRESENTATIVE DUTIES:

Supervise an assigned school campus to maintain order and security; protect students, staff, equipment, and property; investigate security situations on or around school and District property.

Respond appropriately to investigate, evaluate, and control various security situations; assure student compliance with school and District rules, procedures, policies, and regulations; report any unsafe conditions to site administration.

Assist school administration in investigations of any illegal activity or student discipline cases and assist school administration in any searches of student's belongings for potential illegal activity.

Respond to emergency situations, prevent or control physical altercations, detain students in accordance with established District procedures, administer first aid if necessary, and assist injured or ill persons.

Observe students before and after school hours, during lunch and break times, and during passing periods.

Respond to classroom calls of disturbance and behavior incidents, and escort students to the appropriate office for disciplinary action as necessary.

Prepare incident reports as needed; communicate with District personnel, law enforcement, fire, Social Services, probation, and safety personnel; relay pertinent information for incidents to include but not limited to unauthorized persons on campus, student elopement, vandalism, crimes, safety issues, or disturbances.

Counsel students on appropriate behaviors, develop appropriate and positive student rapport, and intervene in situations to prevent physical altercations.

Assist in coordination and student supervision of student work detail.

Maintain confidentiality of any student records, discipline, interactions, or student happenings.

Provide any emergency medication (Epi-Pen, Glucagon, Narcan)

Intercept non-students who come on campus during school hours and direct them to either report to the office or leave campus.

Supervise extra-curricular activities.

Effectively communicate and maintain a cooperative relationship with those contacted during the course of work.

Wear a District-provided, easily recognizable clothing item such as a hat or vest to be easily recognizable to students, staff, and the public.

Perform clerical duties as pertaining to the role and operate a computer and standard office equipment.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

- School and District rules, policies, and procedures
- Adolescent characteristics and behaviors
- Awareness of behaviors associated with gangs, drugs/alcohol, or safety issues
- Awareness of cultural diversity among students and parents
- First Aid, Narcan, and blood-borne pathogen training (District Provided)
- Aeries training (District Provided)
- Crisis Prevention and Intervention
- Basic understanding of computer operations

ABILITY TO:

- Establish positive rapport with students
- Identify unsafe conditions or situations
- Diffuse potentially dangerous or volatile situations with students or parents
- Maintain composure and professionalism
- Effectively communicate with staff, students, parents, community members, or agencies
- Work under pressure or on multiple tasks at one time
- Demonstrate effective oral and written communication skills
- Prepare narrative incident reports
- Operate a computer and office equipment.

EDUCATION AND EXPERIENCES:

- Graduation from High School/Certification/High School Diploma or equivalent
- 20 Units from college or post-secondary education preferred
- Experience working with students in grades preschool through 8th grade preferred, with a minimum of one (1) year with youth in a public school setting.
- Possess a CA. Driver's License

WORKING CONDITIONS:

ENVIRONMENT:

Office or outdoor environment; exposure to heat, cold, or inclement weather for an extended amount of time; direct contact with students, staff, parents, and public.

Flexible hours

PHYSICAL ABILITIES:

Walk or stand for prolonged periods of time; hear or understand speech at normal levels on the telephone or in person; operate a hand-held radio and/or telephone; operate a golf cart; stand, walk, bend, grasp, twist, push, reach, pull, lift and/or carry 0-60 pounds; work in high tolerance, stressful situations; maintain physical control of students, when appropriate, for the safety of student or others.