

SAN YSIDRO SCHOOL DISTRICT

TITLE: Campus Security
DEPARTMENT: As assigned
FLSA: Non-exempt
Revised: September 2022

REPORTS TO: Site Administrator
CLASSIFICATION: Classified (10 month)
SALARY: Classified Salary Schedule Steps 9-13
Board Approved: October 2022

BASIC FUNCTION: Under supervision of the site administrator, assist in the general supervision of students and/or activities before, after and during school; to provide routine assistance with regard to student control for the safety and welfare of students and staff; and to do related work as required by the school administration.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below.)

- Assist with general campus supervision of students before, during, and after school to include: morning arrival, breakfast, nutrition periods, recess, lunch, afternoon dismissal, and as assigned by the site administrator.
- Assist with supervision for school activities during the school day or extra-curricular activities as assigned by the school administrator.
- Patrol and monitor hallways, stairwells, toilet facilities, outside facilities, and other public and unsupervised places of the school to ensure the safety and well-being of students and staff and the security of the facility.
- Patrol and monitor surrounding off-site property within the path students take to and from school before and after school.
- Supervise the loading and unloading of buses before and after school as well as during the school day as needed.
- Report deviations in student conduct and infractions according to the rules and procedures prescribed by the school administration.
- Assist site level employees to assist with general attendance problems or student welfare concerns.
- Report all observed or known student discipline issues to the site administrator in a timely manner.
- Assist the professional staff, police, and emergency personnel in handling emergencies or disruptive situations.
- Serve as a liaison between emergency personnel and site administrators when necessary.
- Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
- Report any school site safety concerns to a site administrator as soon as possible.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

KNOWLEDGE

- Student behaviors and characteristics;
- Routine record keeping practices;
- General purposes and educational goals of the district;
- Interpersonal skills using tact, patience and courtesy.

ABILITIES

- Learn to interpret, apply and explain rules, regulations, policies and procedure;
- Assume responsibility for supervising students;
- Demonstrate good judgment in dealing with students;
- Demonstrate patience, warmth and liking for students;
- Maintain cooperative and effective relations with students, faculty and the general public.

EDUCATION AND EXPERIENCE

- Minimum requirement: High school diploma
- Desired: Two years of college supplemented with courses in psychology, guidance, police science or some closely related field
- Valid CPR and First Aid certificate
- Must be willing to take appropriate security training,

DESIRED QUALIFICATIONS:

- Prior experience in campus security
- Bilingual and Biliterate (English / Spanish)

WORKING CONDITIONS

Indoor and outdoor school setting which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and read student body language and expressions; seeing to perform assigned duties; sitting, standing or walking for extended periods of time; reach with hands and arms; dexterity to handle objects and operate tools, computers, and/or controls; strength to lift items needed to perform the function of the job.