

**New Job Description  
CLASS SPECIFICATION  
Lead Campus Safety Officer**

**GENERAL PURPOSE**

To maintain a safe and secure environment by protecting students, personnel, property, buildings and equipment, on or off campus. This position will be under the direction of district directors, and with the daily supervision of a site administrator. In addition to the regular essential duties of the Campus Safety Officer, the Lead Campus Safety Officer will plan and conduct on the job trainings/meetings, mentor, collaborate, and standardize practices, and ensure compliance with applicable laws and regulations governing school security and student safety.

**ESSENTIAL DUTIES AND 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. There will typically be an assigned schedule for these duties.

1. Provides lead work direction and guidance, will plan and conduct on the job trainings/meetings, mentor, collaborate and standardize practices, and ensure compliance with applicable laws and regulations governing school security and student safety.
2. Assists in maintaining security of school buildings, grounds, and facilities; locks and unlocks gates as needed.
3. Maintain high visibility to deter, detect, and diffuse inappropriate student behavior.
4. Patrol the school campus and surrounding areas.
5. Identify, observe, and question students/non-students suspected of violating rules and regulations.
6. Assist in investigations and escorting of students involved in misconduct. If necessary, remove non-school personnel from site.
7. Assist in directing traffic; supervise parking lots.
8. Intervene, diffuse, and restrain students during crimes, fights, and acts of violence.
9. Work with district/school site school personnel to plan and implement security measures.
10. Establish and maintains communication with staff and students, including district administrators, and local law enforcement.
11. Investigate and prepare reports on incidents of vandalism, inappropriate student conduct, and other violations of District policies and procedures.
12. Provide security and crowd control for intramural athletic activities, special events, on or off campus, as needed.
13. Secure and document evidence.
14. Participate in ongoing staff development.

15. May be assigned as additional support to other sites as needed.
16. Perform duties in a designated district uniform.
17. Perform other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Basic methods of individual and group supervision;
2. Approved procedures and techniques for supervising and disciplining students;
3. District health and safety regulations
4. Laws related to the maintenance of an orderly and secure campus;
5. Emergency medical intervention techniques;
6. Technical aspects in field of specialty; radio protocol;
7. Adolescent behavior and interpersonal relations;
8. Non-violent intervention techniques;
9. Computer proficiency; use of Microsoft applications;
10. Applicable sections of State Education Codes, and other Federal, State, County laws and District policies, rules and regulations; District organization, operations, policies and objectives;
11. Correct English usage, grammar, spelling, punctuation and vocabulary.

### **Ability to:**

1. Restrain and subdue violent person(s); analyze situations carefully and adopt an effective course of action;
2. Provide first aid and CPR;
3. Work under high stress;
4. Perform physical activities such as running or walking and standing for prolonged periods of time under adverse weather conditions;
5. Operate a radio and metal detector;
6. Recognize a controlled substance;
7. Maintain a professional attitude and behavior;
8. Understand and follow oral and written directions;
9. Work cooperatively with staff and administrators;
10. Exercise appropriate discretion and confidentiality within classification limitations;
11. Learn and apply District/office operations, policies, and objectives;
12. Operate office equipment and current computer software;

13. Maintain records and prepare reports;
14. Plan and organize work; meet schedules and timelines;
15. Work independently; communicate effectively both orally and in writing;
16. Establish and maintain effective working relationships with others using tact, patience, and courtesy;
17. Exhibit punctuality.

**Education, Training and Experience:**

High school diploma or equivalent; experience working with youths in a school/organized setting, passage of pre-employment physical examination and passage of agility test selected by the District prior to employment.

**Licenses; Certificates; Special Requirements:**

Valid California driver's license  
Driving record acceptable to District insurance carrier  
Valid First Aid and CPR certificate  
PC 832 Certificate  
SB1626 Certificate

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this class, the employee is regularly required to stand, walk and sit for extended periods of time; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. The employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 50 pounds, frequently lift and move up to 50 pounds, and occasionally lift and/or move up to 100 pounds with assistance.

Specific vision abilities required by this job include close vision, distance vision, 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; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District faculty, staff, students and others encountered in this class.

**WORK 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 individuals with disabilities to perform the essential functions.

Employees work in athletic facilities, outdoor venues, subject to adverse weather conditions, considerable standing, walking and the requirement to respond as described above to occasional aggressive physical and verbal abuse from students or unauthorized campus intruders. Potentially hazardous situations may be encountered. The noise level in the work environment can be loud. May encounter high stress conditions.

Board Approved: January 11, 2018