

Job Title:	Long-Term Substitute Security Officer		
Position Type:	Classified Long-Term Substitute	Assignment Period:	October 26, 2026-March 26, 2027 *may extend beyond these dates
Hourly Rate Range:	\$27.60-\$32.09	Days/Hours:	M-F/ 6:30am-3:00pm
HR Contact:	Mercedes Henderson	Location:	Hayward Center
Contact Telephone:	510-293-2916	Date posted:	September 14, 2026
Website:	www.edenrop.org	Posting Expires:	September 28, 2026

YOU MUST COMPLETE OUR EMPLOYMENT APPLICATION FOR CONSIDERATION.

<https://www.edenrop.org/careers>

Email:

mhenderson@edenrop.org

Attention:

Mercedes Henderson,
Human Resources Administrator

Mail:

Mercedes Henderson, Human Resources Administrator
Eden Area Regional Occupational Program
26316 Hesperian Blvd., Hayward, CA 94545

Position Overview

The Long-Term Substitute Security Officer supports a safe, welcoming and inclusive campus where every student, staff member and visitor feels seen, respected and that they belong. Campus security is centered on building positive relationships, maintaining a visible and supportive presence and responding to concerns in a calm, respectful and restorative manner, not policing students.

The position assists with the consistent enforcement of school policies and procedures when necessary, while prioritizing communication, prevention, de-escalation and student well-being.

The Long-Term Substitute Security Officer also supports the Senior Security Officer with assigned campus grounds, facilities and light maintenance responsibilities that contribute to a safe, clean, and well-maintained learning environment.

About the Role

- Open center; unlock and lock buildings, gates and individual rooms as required
- Deactivate and activate interior alarms as needed
- Provide visible deterrence to violation of Center rules
- Respond to calls regarding student issues, security, safety and health issues
- Patrol Center and enforce rules and policies
- Observe and report violations of law and school policies
- Record and remove graffiti at Center
- Direct and facilitate traffic control
- Monitor student arrival and departure; records student head counts
- Directly address student-bus disciplinary issues
- Act as liaison between ROP and bus dispatchers
- Assist and escort visitors and students
- Enforce Center regulations on student behavior and dress
- Maintain communication with Center administration at all times via mobile radio
- Report any unsafe conditions in classrooms, on campus and with equipment
- Escort unauthorized persons from Center
- Assist with clocks, alarms, bells and lighting in accordance with time changes and in the event of power outages
- Supervise students during teacher absences, tardiness and when needed
- Monitor exterior and interior lighting and support addressing issues
- Assist with communication with alarm company, Hayward Police Department, Hayward Fire Department and/or any other security or emergency personnel as needed
- Assist in exterior maintenance and cleanliness
- Assist with buildings and grounds tasks to the extent that time and training permit
- Transport students and equipment to off-site special events
- Perform search and rescues

- Perform first aid if required
- Support day-to-day office operations and ensure smooth workflow

What We Are Looking For

Knowledge:

- California campus security guard regulations and skills
- Conflict resolution techniques
- Hand and power tools
- Grounds maintenance equipment
- Safe work practices
- Radio protocols
- Microsoft Word, Excel, PowerPoint and online navigation programs

Abilities:

- Maintain presence of mind under pressure
- Lift 25 pounds overhead
- Drive a security cart
- Communicate effectively verbally and in writing; perform in an independent, self-directed manner and present a professional, positive representation of the ROP
- Proficient computer skills, specifically Microsoft Word, Excel and online navigation
- Sensitive to and able to understand confidentiality
- Work independently and with frequent interruptions; work with a minimum of supervision
- Demonstrate professional integrity, especially when working with high school students

Education:

- Equivalent of the completion of high school

Experience:

- Two (2) years previous school security experience preferred
- Two (2) years previous grounds and maintenance experience preferred
- Relevant experience as classified support, paraprofessional, high school activity coach and/or coordinator

Certifications/Credentials:

- Basic Driver License
- First Aid certified
- CPR certified
- Annual SB 1626 Campus Security certification (provided)

Additional Requirements: Reliable private transportation and enjoys working with and supporting young people

Organization Overview

Eden Area ROP operates as both a school district and a school site. In addition to functioning as a district, we also serve as a campus for 11th and 12th grade students from our partner districts, including Hayward Unified School District, Castro Valley Unified School District, San Leandro Unified School District, and San Lorenzo Unified School District.

Students attend classes at Eden Area ROP during a morning or afternoon three-hour block in place of three elective courses at their resident high school. While here, they participate in Career Technical Education programs that provide hands-on, project-based learning experiences aligned with industry sectors and career pathways. Through active engagement in real-world applications, students develop technical skills, earn industry certifications, and gain early college credit through dual enrollment and articulated courses aligned with community college pathways, while also making meaningful connections between their academic learning and future career opportunities.

Many of our courses are University of California A-G approved and have articulation agreements with community colleges where students can earn college credit through successful completion of the course. Additionally, we cultivate relationships with business partners that create opportunities for internships and other innovative work-based learning activities.

The Eden Area ROP is accredited by the Western Association of Schools and Colleges.

As a Career Technical Education provider, the Eden Area ROP partners with Castro Valley, Hayward, San Leandro, and San Lorenzo Unified School Districts to strengthen and broaden the students' educational experience.

Mission Statement

The mission of the Eden Area ROP is to build a foundation for students that prepare them academically, technically, and professionally to meet challenging opportunities of the 21st Century with confidence and purpose.

Vision Statement

Our vision is to embody our Core Values, leveraging our trained skills and knowledge to become visionary leaders in our careers and inspire social and economic growth in our communities.

Core Values

We believe in the Eden Area ROP.

Equitable: We believe in fostering belonging and creating a safe and inclusive environment that works to eradicate the impacts of racism, bias, discrimination, and privilege.

Accessible: We believe all students, families and staff should feel seen, heard, welcomed, included, respected, and have access to economic and educational mobility.

Restorative: We believe instruction should be culturally and historically responsive, restorative, trauma-informed, ethical, and prepare students for a path to self-fulfillment and self-actualization.

Outcomes: We believe our students will find a pathway with confidence and purpose that guides them towards a career, college, service to others, and life-affirming endeavors.

Professional: We believe excellence is the standard, as such, we will work with integrity, transparency, respect, and clear communication.

Nondiscrimination Statement

The Eden Area Regional Occupational Program complies with the rules and regulations contained in Title VII of the Civil Rights Act of 1964, Title II of the Educational Amendments of 1972, Section 504 of the Rehabilitation Acts of 1973, and the Americans with Disabilities Act of 1990. Prospective employees will receive consideration without discrimination on the basis of sex, race, color, religious creed, national origin, ancestry, age, marital status, pregnancy, physical or mental ability, medical condition, veteran status, actual or perceived sexual orientation, or any other reason prohibited by State and Federal law.