LAKE STEVENS SCHOOL DISTRICT NO. 4
JOB DESCRIPTION

POSITION: Campus Security – High School
(Core Competency & NCLB)

REPORTS TO: Associate Principal

POSITION SUMMARY: Under the direction of the principal or assigned administrator, maintains and promotes a safe and secure environment for staff and students on a secondary school campus. Provides a preventative presence while enforcing the school District rules and policies . The focus of this position is prevention and early intervention. Willingness to work outdoors in various weather conditions essential to this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Assist in campus supervision while students are present or activities demand
- Monitor student behavior and assist in maintaining an orderly atmosphere for the purpose of providing an optimum learning environment, including students with disabilities
- Interact with special needs students in a warm and understanding manner
- Assist in resolution of conflicts with students
- Patrol grounds to prevent trespass, unauthorized and illegal activity, vandalism and other exceptional misconduct
- Monitor school security system
- Administer parking passes for students and staff
- Administer the building pass and/or identification process for students, staff and visitors
- Report unsafe or unusual conditions and occurrences to the building principal
- Refer students who appear to need intervention and/or disciplinary action to the appropriate specialist or administrator
- Work with student council and other student organizations to develop programs, policies and practices
- Work with the counselors and the drug and alcohol intervention/prevention specialist team and the Mental Health Specialist
- Provide site security, crowd and traffic control, and student supervision for specific school sponsored activities such as dances and athletic events
- Assist with tracking behavior management data and maintain written records as required
- Supervise and train the student safety patrol crossing guards
- Represent the school as a District safety committee member
- Work cooperatively and communicate successfully with all staff and students
- Work as a positive team member
- Demonstrate a commitment to the education of all children and youth
- Observe strict confidentiality regarding student and personnel information
- Promote and practice professional growth and development
- Demonstrate professionalism through conduct, punctuality and minimal absences
- Perform other duties as related to student safety and security
- Other duties as assigned

QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

Required:

- High School Diploma or equivalent

Desired:

- Specialized Training in Crisis Response, Safety Patrol, De-escalation Strategies, Emergency Preparedness, Violence Prevention, Substance Abuse Issues, PCS Referral
- Completion of the Core Competency for Paraeducators training as outlined by the State of Washington, OR willingness and ability to participate and successfully complete within 3 years of initial hire date
- 72 credits from an accredited college or university (100 level or higher), AA degree or higher OR willingness and ability to successfully pass the state academic assessment of mathematics, reading and writing
- Verifiable experience working in an educational setting with secondary age students

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Washington State driver's license
- Current First Aid/CPR/AED training certification - ability and willingness to maintain current certification

LANGUAGE SKILLS

Ability to read, comprehend, and interpret in English effectively as determined by an assessment. Ability to follow instructions in English in written and oral form. Ability to write effectively in English.

MATHEMATICAL SKILLS

Ability to apply concepts of basic mathematics.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or list form.

OTHER QUALIFICATIONS, SKILLS AND ABILITIES

- Desire and aptitude to work with secondary age students in an educational setting
- Ability to work with a diverse population of staff and students
- Ability to serve and supervise students of all abilities and behaviors
- Ability to provide positive behavioral support and management
- Ability to establish positive relationships with students, staff, administrators, parents, and law enforcement agencies
- Ability to communicate effectively with colleagues, both orally and in writing, follow instructions, and use problem-solving skills to work as an effective member of the instructional team
- Demonstrated abilities to be a good team player
- Ability to use sound judgment in the absence of a teacher or administrator
- Ability to practice ethical and professional standards of conduct, including confidentiality
- Ability to remain flexible to changes in assignments or situations
- Willingness to learn and apply new skills to accommodate a changing work environment
- Willingness to work extended-day hours when necessary (early morning or late afternoon)

- Familiarity with school and district policies and procedures related to safety and security, emergency and crisis response, ATOD issues, student discipline, Hepatitis B/HIV, and Sexual Harassment and Bullying
- Willingness to supervise students in an outdoor setting under a variety of weather conditions
- Awareness and acceptance of diversity among children
- Ability to maintain a positive attitude at all times

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

While performing the duties of this job, the employee is regularly required to walk, stand, sit, and occasionally crouch or kneel. The employee will use the hands to handle, finger, or feel objects, tools, or controls, and frequently bend or twist at the neck and trunk. The employee must occasionally exert or lift up to 20 pounds. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

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

There are no unusual environmental conditions. Some activities are performed indoors in an office or classroom setting. Position also requires employee to supervise students in an outdoor setting under a variety of weather conditions. Typically, the noise level in the work environment is low. The employee has responsibility for the safety and well-being of others, and must be able to interact with other workers.

PRIMARY WORKING RELATIONS:

- Building Administrators
- Certificate Counselors, Intervention Specialists, Mental Health Specialist, Head Secretary
- Other building staff
- Students and parents
- Law Enforcement

TERMS OF EMPLOYMENT:

Work Hours/Days:	180-day school year
Salary:	PSE of Lake Stevens Campus Security – High School
Benefits:	Per PSE of Lake Stevens Collective Bargaining Agreement

EVALUATION: Completed at least annually by the employee's immediate supervisor.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.