

Job Description

Job Title: **Campus Security Officer**
 Job Family: **School-Based Administration Support**
 Pay Program: **Classified**
 Prepared/Revised Date: **October 24, 2007**

Job Code: **1203**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 18**
 Typical Work Year: **9 months**

SUMMARY: Responsible for providing for a safe and secure school environment, fostering an optimal learning environment and acting as a deterrent to unsafe or poor behavior by patrolling the campus, monitoring student behavior, enforcing school and District policies, intervening in physical encounters, monitoring security cameras, monitoring visitors, reporting unsafe or unhealthy conditions and assisting administrators and/or public officials with emergency or investigative situations. Position may require varying work hours and days including evenings and weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Maintain the safety and security of the students and campus, foster an optimal learning environment and act as a deterrent to unsafe or poor behavior by providing high visibility throughout the school; walking and surveying hallways, common areas, grounds and parking lots; intervening in verbal and physical encounters among the students; diffusing hostile situations; and enforcing safe school policies regarding weapons, tobacco, illegal substances, traffic rules, dress code, etc. Discuss/mediate infractions with students, provide written accounts of unacceptable behavior/incidents to administrators and assist with assignment of disciplinary measures as necessary. Report unsafe conditions and potential health and safety hazards to administrators.	D	40%
2. Monitor students during lunch hour inside and outside of the building.	D	15%
3. May monitor security cameras to oversee the safety and security of students, staff and school assets.	D	8%
4. Assist with the supervision of students in study hall, in-school suspension and/or Saturday school.	D	7%
5. Assist visitors and check for visitor passes. Escort unauthorized visitors off campus.	D	5%
6. May assist administrators and School Resource Officer (SRO) in the investigation of illegal activity within the school.	D	5%
7. May monitor and record student attendance.	D	5%
8. May provide security at sporting events and/or other extracurricular activities outside of school hours including, weekends, evenings, and occasional nights.	W	5%
9. Assist administrators, staff and students during crisis situations, including fire drills, tornado drills, weapons control, bomb threats and lockdowns.	M/Q	5%
10. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Minimum of 1 year experience working with groups of elementary, middle and/or high school students.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must successfully complete a pre-hire, post-offer physical examination.
- CPR and First Aid certifications required within 1 year after entering position.
- Non-Violent Crisis Prevention training required within 1 year after entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Common sense, problem solving, mediation skills, and mature attitude.
- Ability to respond to hostile situations and intervene in physical altercations.
- Ability to work with large groups of students, including students with special needs.

- Ability to work a flexible work schedule to include evenings, nights and weekends.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of two-way radios required within 1 month after entering position.
- Basic operating knowledge of personal computers and peripherals preferred at hire; required within one month after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Principal, Assistant Principal, High School or Middle School	3080, 3083, 3081, 3084

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- Responsible for monitoring and ensuring the behavior and safety of students on school grounds.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budgetary responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance			X	
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	