

## **CAMPUS SECURITY OFFICER I**

Under the general supervision of the Director of Educational Safety and Security, supervises, monitors, and controls a secondary level school campus, parking, and other school facility areas; supervises students and enforces the rules and regulations governing student behavior; and performs other related work as assigned and/or required.

### **ESSENTIAL DUTIES**

- performs campus and parking lot control and monitors function activities
- monitors and directs student activities in hallways, rest rooms, and in areas adjacent to the school buildings
- controls, monitors, and provides direction to unauthorized persons on the campus and in parking lot areas
- assists and directs campus visitors to authorized parking areas and appropriate offices
- inspects, reviews, and monitors campus and parking areas to ensure against inappropriate behaviors, and to ameliorate potential safety hazards
- assists in maintaining appropriate student behavior, and reports unusual and inappropriate behavior to the administrators
- enforces the District and school regulations pertaining to day and evening student activities
- counsels and advises students and others regarding violation of rules and regulations
- prepares incident reports concerning student conduct, concerning the destruction of property, vandalism, and theft
- may contact the security forces or appropriate law enforcement agencies in emergency situations to request assistance in maintaining the security and control of campus, parking lots, and other areas adjacent to school buildings and offices
- may detain students and those visiting the campus who are violating rules and regulations, and applicable legal code provisions
- assists ill students or students experiencing difficulty by escorting them to the health office or appropriate administrative offices
- conducts or assists in the conduct of investigations or crimes against property of persons, and prepares evidentiary reports
- assists in maintaining control of large numbers of people at athletic events, student activities, and other events to ensure the rules and regulations pertaining to conduct and safety are observed

### **QUALIFICATIONS**

**Knowledge of:** Student behavior modification strategies and techniques; policies, rules, and regulations concerning campus security, and appropriate student behavior; crowd control procedures and the detection and identification of dangerous drugs and improper substances; legal provisions governing student conduct, and the control and protection of property; law enforcement methods of proper detention and search of persons on the school campus and adjacent areas; safe campus supervision methods and procedures.

**Ability to:** Perform effectively and efficiently in situations requiring tact, diplomacy, and good judgment; enforce campus rules and regulations, and applicable legal provisions; communicate effectively in oral and written form, particularly with adolescent students; perform evening and weekend student supervision and crowd control services; understand and follow oral and written directions; establish and maintain cooperative working relationships with the educational community and public agencies.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 50 to 75 pounds of force to lift, carry, push, pull, or otherwise move objects
- will involve walking and/or standing for extended periods of time, and may occasionally involve ascending and descending ladders, stairs, scaffolding, and ramps
- must be capable of perceiving the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, in person, by telephone or other communication devices
- must possess the manual dexterity to operate equipment and to use security devices, and handle work with various objects and materials
- exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION**

**Experience:** One year of experience working with adolescent age students performing supervision, security, and control services is preferred.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree, supplemented by training or coursework in behavior modification techniques, student supervision, or closely related fields.

**Certificate Requirement:** Must satisfactorily complete the POST LEVEL II (Penal Code, Section 832) training course and the School Security Officer Training (SB1626) or Campus Law Enforcement Course (PC 832(g) and EC 38001.5. Verification of a current First Aid certificate and a current CPR certificate issued by the American Red Cross or the American Heart Association is required at time of employment, and must be kept current as a condition of continued employment.



