



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Campus Security Aide I/II</b>
<b>REPORTS TO:</b>	Instructional Vice Principal
<b>CLASSIFICATION:</b>	Classified
<b>SALARY SCHEDULE:</b>	10.5-I & 12.5- II
<b>WORK - YEAR / HOURS:</b>	9 months / 7.5 hours
<b>LOCATION:</b>	Various
<b>BOARD APPROVAL:</b>	11/5/97

### DEFINITION

Under general supervision, to assist in maintaining order and safety on and around campus grounds and facilities; to serve as a resource person and liaison to students, staff, and administrators in improving student conduct and class attendance; and to perform related work as assigned.

### DISTINGUISHING CHARACTERISTICS

**Campus Security Aide I** is the entry-level class in the series. Under close supervision, incumbents learn and perform duties of increasing complexity. This class is alternately staffed with Campus Security Aide II, and incumbents normally advance to the higher level after gaining sufficient experience and proficiency to meet the requirements of the Campus Security Aide II.

**Campus Security Aide II** is the fully qualified journey-level class in the series. Under general supervision, incumbents perform the full range of duties related to maintaining order and safety on and around the campus, and may act as a lead worker to lower-level employees. This class exercises considerable independent judgment within a framework of policies and guidelines to ensure that student conduct, class attendance, and campus safety are maintained in accordance with District policies.

### EXAMPLES OF DUTIES

- Patrols school campus grounds, corridors, restrooms, parking lots, bus loading and unloading areas, buildings, and adjacent areas to monitor adherence to District policies

regarding class attendance, behavior and general conduct; supervises students and corrects or reports improper behavior as appropriate;

- Watches for, reports and stops unauthorized behavior, vandalism, or other illegal activities; directs non-students to leave school grounds and/or escorts them to appropriate destination;
- Acts as liaison and resource person for students, parents, staff and administrators; develops friendly, supportive rapport with students while ensuring their compliance with rules and regulations; practices and encourages effective conflict resolution; provides school staff with information gained from contacts with students and parents which may assist in resolving school problems;
- Intercedes in student altercations, both verbally and physically as necessary; escorts transgressors to appropriate administrator's office;
- Monitors parking and issues citations; notifies towing companies when directed by an administrator;
- Performs searches and confiscates articles forbidden on campus;
- Performs security checks of buildings and grounds; locks doors and gates;
- Responds to emergency requests and situations as appropriate; may administer CPR and/or first aid;
- Compiles information and prepares records, forms and reports;
- Assists in eligibility procedures for the school lunch program;
- May testify at expulsion hearings and court proceedings;
- Performs a variety of responsible duties in support of assigned functions, such as but not limited to directing traffic, attending school and community meetings, investigating incidents, and related duties.

## **QUALIFICATIONS**

### Knowledge of:

- Applicable laws, codes, regulations and policies.
- Basic principles, methods and techniques of enforcement, investigation and conflict resolution.
- Operation of hand-held radios.

### Skill in:

- Working independently, quickly evaluating situations, and using sound judgment within the framework of policies, procedures and guidelines.
- Interacting effectively with a diverse public and student population; developing rapport and open communication with others.
- Enforcing laws, rules, regulations and policies.
- Diffusing volatile situations and encouraging/effecting conflict resolution.
- Clearly and correctly writing, reading and speaking in English.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Interpreting and applying relevant laws, rules, policies and other guidelines associated

with assigned functional area(s).

A typical way of acquiring the required knowledge, skills and abilities might be:

**Level I:**

Equivalent to graduation from high school and any combination of training and experience which has provided the necessary knowledge, skills and abilities.

**Level II:**

Equivalent to graduation from high school, plus training and experience equivalent to three years of experience as a Campus Security Aide I.

**PHYSICAL REQUIREMENTS**

The physical abilities required of this classification may include the following:

- Near vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated documents; far vision which can be corrected to a level sufficient to distinguish the presence and activities of individuals on school grounds and periphery.
- Hearing and speech ability sufficient to enable communication by telephone, two-way radio and in person.
- Physical ability to walk and remain standing during the majority of work shift.
- Physical ability to run distances up to 1/4 mile for short durations.
- Physical ability to grab holds, separate, pull, subdue, and otherwise restrain hostile individuals up to 200 pounds in weight.
- Physical ability to lift, bends, crouches, kneel, climb, and otherwise respond to emergency situations.

**OTHER REQUIREMENTS**

Possession of a valid California Driver License.

Possession of certification in CPR and First Aid within 6 months of employment.

For some positions, fluency in a second language may be required or highly desirable.