

## **CAMPUS SECURITY OFFICER**

### **Purpose Statement**

The job of Campus Security Officer was established for the purpose/s of providing for the safety and welfare of students while on school grounds; monitoring personnel and/or visitors; communicating information in response to inquiries; and enforcing the school and District rules and regulations pertaining to student academic behavior and drug prevention.

This job reports to Building Administrative Manager and Director of Safe Schools

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### **Essential Functions**

- Advocates for students for the purpose of building relationships and developing a safe learning environment.
- Assigns discipline to students under guidance of building administration for the purpose of ensuring students, who break the rules, are given appropriate consequence.
- Attends meetings (e.g. MDT meetings, court sessions, probation, diversion, etc.) for the purpose of gathering and dispensing information.
- Communicates district and/or school policies and enforcement procedures to students, personnel and visitors for the purpose of ensuring their understanding and the potential consequences of violation.
- Facilitates student programs as may be required (e.g. Crime Stoppers, etc.) for the purpose of providing staff leadership.
- Monitors students within a variety of school environments (e.g. school grounds, restroom, parking lot, halls, adjacent areas, etc.) for the purpose of ensuring student compliance to established regulations, providing mediation, and maintaining a safe and positive learning environment.
- Patrols school facilities (e.g. grounds, roads, buildings, adjacent areas, parking lots, etc.) for the purpose of providing administrative visibility, maintaining security/detering crime, and building relationships with students and staff.
- Prepares written materials (e.g. discipline referrals, student passes, incident and activity reports, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Provides positive reinforcement to students (e.g. encouragement, consistency, positive attitude, etc.) for the purpose of acting as a role model and supporting students in meeting individual plan objectives and school-wide discipline plans.
- Provides traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lot/s.
- Recommends safety improvements to administration for the purpose of assisting in maintaining a safe learning environment/facilities for students, staff, and visitors.
- Refers incidents to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative guidelines.
- Responds to emergency situations (e.g. fights, injuries, incidents, suspicious activities, etc.) for the purpose of addressing immediate safety concerns.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; interacting positively/building relationships with students and staff; maintaining confidentiality; working as part of a team; setting priorities; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 10% sitting, 60% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Equivalency** None Specified

**Required Testing**

None Specified

**Certificates & Licenses**

CPR/AED First Aid Certificate within 30 days of hire  
Valid Driver's License & Evidence of Insurability  
Mandt certification within 30 days of hire

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

07/01/2012

**Salary Grade**

Classified 49

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_