



## CAMPUS SAFETY AND SECURITY MONITOR

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### **Position Summary**

Support a safe and secure learning environment for students, staff, and visitors at District facilities and events. Observe and evaluate a wide variety of activities to identify areas of risk and unsafe situations. Recommend and/or implement preventative and early interventions where possible. Follow protocol for reporting and escalation of situations where needed.

### **Supervisory Relationships**

This position reports to the Director of Public Safety. May receive task-level assignment from designee. This position does not supervise others. This position provides task-level and situational leadership to a variety of individuals.

### **Essential Functions**

*The below list of job duties and responsibilities is neither exclusive nor exhaustive. Employees in this position may perform some or all of the following tasks. Other duties may be assigned.*

1. Provides for the safety and security of students, staff and community members by patrolling buildings and grounds before, after and during school hours. Patrolling district property may occur by vehicle, bike or on foot.
2. Provide safety and security related leadership to students, staff and community members while enforcing district rules and policies. Take action to prevent unruly behavior and unsafe or illegal acts.
3. Provide a high level of customer service and maintain a positive working relationship with public, students, and staff by modeling courteous and friendly behavior and effective body language (smile).
4. Monitor assigned sites, facilities, grounds, and district-sponsored events. Utilize knowledge of school operations and schedules to circulate among students at school sites to monitor student activity and cultivate positive relationships; attentively listens to student, staff and parent concerns to preserve safety and compliance with district policies and procedures.
5. Attend and participate in school interventions and school threat assessment team meetings.
6. Report to administration any violations of the student conduct code or law, questionable or unsafe conditions, and problems that could endanger the safety and welfare of students and staff, and rumors of the same.
7. Use district-monitoring equipment such as cameras to support district safety goals. Watch for unauthorized persons, suspicious or criminal activity, disturbances, fights and school conduct code violations. Report to proper authorities.
8. Intervene and assists in resolution of verbal and physical conflicts between students.
9. Help administration as needed in the investigation of fights, drug possession, assaults and and in the supervision of activities.
10. Event management for athletics may require supervision of volunteers, I.E gate attendants
11. Create written records of critical events and involved people consistent with public safety report writing security event logs
12. Demonstrate commitment to contribute to safety supervision and school security by participating in in-services and training related to position.

13. Maintain liaison with community safety partners and fire officials at direction of supervisor.
14. Coordinate with building administrators on notifying community safety partners of potential illegal activity.
15. Call law enforcement and fire officials for assistance according to emergency plans and school administrator direction.
16. Help in the ongoing implementation of district-wide safety plan.
17. Assist Office of Public Safety in completing required fingerprinting and background checks for contractors and community volunteers
18. Assist in emergencies and participate in emergency drills.
19. Enforce district policy concerning visitors to district properties.
20. Observe strict confidentiality regarding, community, student and personnel information.
21. Provide assistance and support for team members and projects as needed.
22. Must maintain regular and predictable attendance.
23. Perform other duties as assigned.

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

1. Knowledge of and ability to apply district rules, regulations, practices and procedures relating to safety and security of facilities, student and visitor conduct and student records.
2. Knowledge of state and federal laws regarding child abuse, sexual conduct, restraint and seclusion, and search and seizure.
3. Knowledge of report writing.
4. Ability to communicate effectively with other employees and students using tact, courtesy and good judgment.
5. Ability to appropriately intervene in emergency or potentially critical situations, diffuse potentially volatile situations, use English in both written and verbal form, communicate effectively with persons of varied educational and cultural backgrounds, document accurately.
6. Ability to monitor school grounds to maintain order and prevent illegal acts.
7. Ability to restrain individuals when necessary and in accordance with district policy.
8. Ability to serve and supervise students of all abilities and behaviors.
9. Ability to provide positive behavioral support and management.
10. Ability to establish positive relationships with students, staff, administrators, parents, and law enforcement agencies.
11. Ability to function as a member of a team.
12. Ability to use sound judgment in the absence of an administrator.
13. Ability to practice ethical and professional standards of conduct, including confidentiality.
14. Ability to remain flexible to changes in assignments or situations.
15. Ability to follow direction.
16. Ability to learn and apply new skills, practices and procedures to accommodate a changing work environment.
17. Meets private security certification standards required by DPSST or law; possesses certification.

### **Minimum Qualifications**

- High School diploma or equivalent.
- Ability to establish and maintain effective relationships with students, staff, administrators, and law enforcement personnel.

- Valid first aid, CPR/AED training or ability to obtain certification within 90 days.
- Ability to meet physical standards (a physical exam may be required).
- Certification by DPSST as an unarmed private security officer, or ability to obtain certification within 90 days. Certification must be maintained throughout course of employment.

### Preferred Qualifications

- Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job.
- Experience working with student management systems.
- Demonstrated commitment to the education of all children and youth.
- Desire and aptitude to work with secondary age students in an educational setting.
- Previous work experience in K–12 public schools setting.

### Working Conditions

- Work is performed in educational and office settings, industrial building areas, indoors and outdoors on various district properties.
- Must be physically capable of moving quickly, lifting, pushing, jumping and restraining when responding to students fighting, intruder pursuit, or other emergencies.
- The employee must occasionally lift and/or move 25 to 50 pounds, and move or restrain more than 100 pounds when required to intervene in student safety issues.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.
- The employee may be exposed to infectious diseases carried by students. Will be exposed to student noise levels typical of educational environments.
- The employee may be required to travel on school owned or leased vehicles while supervising and assisting students.

ADDITIONAL INFORMATION	
<b>Employee Unit</b>	OSEA Classified
<b>Pay Grade</b>	Grade 9 – 192 Days Work Calendar
<b>Approved by</b>	Cydney Vandercar, Superintendent
<b>Last revised</b>	July 14, 2021