POSITION DESCRIPTION

TITLE: Campus Security
LOCATION: Secondary
REPORTS TO: Principal
DEPARTMENT: Secondary

SUMMARY STATEMENT:
Under the supervision of the building Principal and/or Associate Principal(s), the position of Campus Security provides security support to the educational process by protecting the rights and property of the Evergreen School District and its employees, students, and visitors by enforcing District policies and regulations relating to safety and security.

ESSENTIAL FUNCTIONS:
1. Patrol school campus, as well as both inside and outside the facility, from one-half hour before to one-half hour after school, or as assigned.
2. Communicate effectively with staff, students, and the general public in person, by telephone, via email, and in writing.
3. Monitor students for hall or lunch passes to insure attendance during school hours.
4. Monitor all non-enrolled visitors and vehicles.
5. Assist administrators in escorting students for disciplinary action.
6. Contribute to the general order of the entire school facility by stopping fights, resolving conflicts, problem solving, exercising careful judgment, using tact and diplomacy in dealing with students, staff, and the general public, and by maintaining professional composure.
7. Work with the community, parents, law enforcement, emergency services, social services, school juvenile services, school district personnel, and all other agencies to maintain cooperative relations.
8. Monitor compliance with the rules and regulations of both the school and the District.
9. Monitor and direct bus, student, and visitor parking and driving, and traffic flagging as required.
10. Monitor proper registration of student vehicles and check parking permits.
11. Conduct preliminary accident and criminal investigations and assist law enforcement as necessary with student related problems.
12. Provide security at athletic and other school events as necessary.
13. Perform First Aid/CPR when necessary.
14. Adequately complete the District's physical restraint training program and be able to physically perform the maneuvers as necessary

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%) Writing (33-66%) Speaking (66-100%) 
Acceptable Attendance Hearing (66-100%) Sitting (Up to 33%) 
Standing (66-100%) Walking (66-100%) Exposure to Inclement weather 
At risk for exposure to Bloodborne Pathogens and other potentially infectious materials. Running (Up to 33%) 
Physical Restraint (Up to 33%) 

MENTAL DEMANDS REQUIRED: 
Reading (33-66%) Problem Solving (66-100%) Confidentiality (66-100%) 
Verbal Communication (66-100%) Written Communication (33-66%) 

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job. 
(66-100%) = Continuously (33-66%) = Frequently (Up to 33%) = Occasionally 

TOOLS AND EQUIPMENT NECESSARY: 
IBM/PC (clone), typewriter, telephone, two-way radio, flashlight, paddle for directing traffic and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS: 
1. Previous training or experience in security or law enforcement services or social services preferred. 
2. Previous experience or training in understanding and working with high school/middle school age students. 
3. Demonstrated ability to communicate effectively both verbally and in writing. 
4. Must possess the physical ability to restrain potentially harmful individuals as well as work outside in all types of weather, be able to monitor a large area, and traffic flagging as required. 
5. Demonstrated ability to prepare legible reports/documents and give clear verbal instructions. 
6. Knowledge of or willingness to become knowledgeable of the rights of students and legal aspects of the position. 
7. Knowledge of or willingness to take training on traffic flagging. 
8. Knowledge of or willingness to become knowledgeable of gang member identification, dress and related activities and work with administration to effectively intervene. 
9. Knowledge of or willingness to become knowledgeable of the physical signs of student intoxication or drug use and take appropriate action. 
10. Must be able to demonstrate awareness of cultural diversity and sensitivity, and willingness to work with school staff to find solutions. 
11. Demonstrate honesty and integrity and ability to maintain confidentiality in handling security matters. 
12. Must possess or must be able to secure First Aid/CPR certification within 30 days of employment. 
13. Must be able to demonstrate punctuality and dependability and work with minimal supervision. 
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team. 
15. Demonstrated physical ability to be able to complete the District's physical restraint training program.

189-190 Days Per Year (Includes Holidays) 
Variable Hrs. Per Day 

PSE: ______________________________ Date: ________________ 

District: ___________________________ Date: ________________
Revised Date: 04/26/2010
Classification: Service Workers
Class: Class IV
Display on Web?: Yes

Campus Security