

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: CAMPUS SAFETY ASSISTANT

DEFINITION:

Monitor the buildings and grounds of a school campus, adjacent areas, and/or facilities providing educational classes for students in grades 6-8 to discourage loitering and inappropriate behavior; assist in ensuring student compliance with school and district policies and regulations; assist in the maintenance of student control and ensure a secure campus.

JOB RELATIONSHIP:

Supervised by school administrator, work cooperatively with other certificated and classified staff, students, parents, community agencies and businesses.

ESSENTIAL DUTIES:

Monitor building and grounds of a school campus including hallways, lunch and nutrition areas, restrooms, bus loading/unloading areas, parking areas and athletic fields.

Discourage loitering, harassment, inappropriate behavior, property damage, theft, injurious weapons and objects being brought to campus.

Deter consumption of alcohol, illegal drug use and other inappropriate conduct on campus.

Assist students in resolving conflicts in a positive and constructive manner through use of conflict resolution strategies and mediation techniques.

Escort students to designated locations on school campus for disciplinary action as required.

Assist in maintenance of student control; report unusual/inappropriate activities to site administration.

Establish a positive working relationship with administration, faculty, staff, parents, community and law enforcement agencies and representatives.

Assist in supervising and maintaining order during student activities and school events.

Prepare reports and maintain records related to job responsibilities.

Attend school or court hearing and/or judicial meetings as required.

Administer standard first aid and/or adult cardiopulmonary resuscitation when necessary and make related reports in accordance with established guidelines.

Intervene appropriately in situations likely to result in disruption or injury and appropriately restrain student actions which are disruptive or injurious as directed by school administration.

Adjust schedule to accommodate assignment to a variety of student activities.

NON-ESSENTIAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE OF:

Methods of supervision and property protection.
Mediation services and conflict resolution techniques.
Community problems affecting schools.
Unsafe conditions on school campus.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Record-keeping techniques.
Operation of a computer and related software applications.
District and school organization, operations, policies, procedures and objectives.
Interpersonal skills using tact, patience, respect and courtesy.

ABILITY TO:

Operate standard office equipment including computer and related software applications.
Operate and maintain a two-way radio.
Communicate effectively orally and in writing.
Establish and maintain effective working relationship with others.
Meet schedules and timelines.
Maintain records and prepare reports.
Complete training in conflict resolution and mediation services.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Understand and work within scope of authority.
Exercise confidentiality and discretion in working with students, staff and parents.

EDUCATION:

Graduation from high school or equivalent.

EXPERIENCE:

One year of successful experience indicative of ability to work with groups of students including ability to control behavior and activities of students in a variety of situations.
Security patrol experience desirable.
Some positions may require bilingual verbal, written and translation skills.

LICENSES AND OTHER REQUIREMENTS:

Bilingual preferred.
Passage of district pre-employment test.
Valid First Aid Certificate which must be maintained for position.
Valid Cardio Pulmonary Resuscitation certificate which must be maintained for position.
Post-offer physical examination and drug screen.
Fingerprint clearance from Department of Justice.
Current X-ray or tuberculin skin test before employment and every four years thereafter.
Current valid California driver's license and availability of private transportation (mileage expense reimbursement provided)

SPECIAL CONDITION OF EMPLOYMENT:

All employees hired in job classification of Campus Safety Assistant MUST complete a specialized training as mandated by Senate Bill 1626 and Education Code 38001.5. Incumbents will be in paid status during the training and the training will be offered during the work year. Completion of the

training MUST be accomplished within the six month probationary period for classified employees. Failure to complete the training will result in termination of employment with the school district.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone, or by two-way radio.

Vision abilities to include close vision, depth perception and ability to adjust focus.

Walking and standing for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard and other office equipment and two-way radio.

Move rapidly if safety situation requires it.

Kneel, bend at waist, stoop, reach overhead and above shoulders and horizontally to retrieve, lift or physically intervene to stop inappropriate student behavior.

Traverse uneven surfaces such as stairs, pavement and athletic fields.

Lift or move up to 25 pounds.

WORKING CONDITIONS:

Both indoor and outdoor areas.

Outdoor areas subject to adverse weather conditions.

Occasional to frequent aggressive and/or verbal behavior by students and others.