

ORANGE UNIFIED SCHOOL DISTRICT

CAMPUS SECURITY OFFICER

DEFINITION

Under general supervision, monitors student behavior on a secondary school campus; patrols and checks facilities for security; performs light maintenance and/or custodial work; keeps records and makes reports; performs related work as required. This position is directly responsible to the Principal.

DITINGUISHING CHARACTERISTICS

Positions in this class are assigned duties related to the control of student behavior on a school campus. Incumbents must learn and use good judgment in the application of District and school policies to each situation as it arises. Individuals may be required to perform some maintenance and/or custodial tasks as part of this job function. Successful performance in this class requires behavior in routine non-classroom activities and to identify and handle the presence of students. The individual activities and duties of this position may vary dependent upon the facilities and needs of a particular school.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position classification performs light work that involves sitting a portion of the time, may require lifting up to one hundred (100) pounds, pushing and/or pulling of objects, and walking and standing for extended periods. Emergency situations may require running and physical activity. Incumbent is required to quickly ascertain the hazards of entering a student confrontation or other emergency situations.

Positions in this class require mobility to stand, stoop, reach and bend; mobility of arms and dexterity of hands to grasp and manipulate small objects.

This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with students and the ability to distinguish student activities at considerable distance.

Reasonable accommodation may be made to enable a person with a disability to perform the essential duties of the job.

ESSENTIAL DUTIES

Enforces District and school policies and rules; observes and controls student behavior in non-classroom activities, including, but not limited to, before and after school activities, lunch time activities, passing periods and special school activities such as dances and athletic events; refers students to an administrator as necessary; discourages disruptive and potentially dangerous behavior; observes and controls or reports any damage to school property; periodically patrols student parking and loitering areas; may use hand-held radio for urgent communication for discipline; locates students on campus; may detain students or non-students until arrival of law enforcement personnel; assists in the evacuation of buildings during emergencies; checks for weapons, drugs and alcohol in accordance with standard procedures; discusses behavior and attendance problems informally with students; identifies and check the presence of any unauthorized individuals on campus; completes reports as required; makes reports of job

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activities as assigned; may drive cart or other light vehicle on and around the campus; participates in district inservice programs.

OTHER DUTIES

Assists staff in classroom supervision in emergencies; may communicate in a designated second language; may accompany student from school to their homes; assists with school office tasks.

QUALIFICATIONS GUIDE

Knowledge of:

- General concepts of adolescent behavior characteristics.
- Techniques used in controlling students.
- Appropriate safety precautions and procedures.
- Routine record keeping.
- District and school policies, rules and regulations.
- Methods for effective cooperation with students, staff and other adults.
- Safe working methods and procedures.

Ability to:

- Assume responsibility for the supervision and control of students in a wide variety of situations.
- React appropriately in situations involving student misbehavior.
- Demonstrate an understanding, patient, warm and receptive attitude toward students.
- Speak clearly and distinctly.
- Understand and carry out oral and written instructions.
- Speak a second language if required.
- Maintain cooperative working relationships with students, staff, parents and the general public.
- Safely drive and operate a vehicle as used in this position.

Training and experience:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Education and Experience: Equivalent to completion of the twelfth grade is desirable; good general background and work history; some paid or volunteer experience in campus or security supervision; or any combinations of training and experience that could likely provide the desired knowledge and abilities.

Incumbents are encouraged to participate in courses, seminars and workshops to enhance their skills in this position.

Other Requirements

License: Possession of a valid California Motor Vehicle Operator's License.

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CAMPUS SUPERVISOR

Physical: Good physical condition as determined by pre- and post-employment inquiries and health reports.

Condition of Employment: Insurability by the District's liability insurance carrier.

Language: If desired, must be proficient in English and a designated second language.

Board Approved: February, 1996