

## SAN DIEGO CITY SCHOOLS

### POSITION DESCRIPTION

---

<b>TITLE:</b>	Campus Security Assistant	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	School locations	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	026 PARA
<b>ISSUED:</b>	October 8, 2002		

---

#### **BASIC FUNCTION:**

Patrol a school campus and adjacent property to ensure school security and pupil safety; supervises pupils on campus and at school activities, and assists in the enforcement of rules and regulations.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. [Duties may vary from site to site.] This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

#### **E= Essential Functions**

Patrol campus during school hours and provide general supervision of pupils outside of class. **E**

Maintain alertness for problems likely to disrupt the educational process or to be injurious to persons or property; corrects or reports conditions hazardous to the health and safety of pupils, the public, and staff; remains alert to gang member presence including signals and the wearing of colors. **E**

Notify supervisor, as appropriate, of gang activities on or near campus and communicates with school staff via portable radio; report hazards or unsafe conditions on school property to principal or designee. **E**

Establish a positive working relationship with administrators, faculty, staff, pupils, and the community. **E**

Assist pupils in resolving conflicts in a positive and constructive manner through the use of conflict resolution strategies and mediation techniques and participate in the training of pupils and staff in conflict resolution strategies and mediation techniques. **E**

Refer pupils to appropriate administrator in cases of flagrant or repeated violations of school regulations, and assists teachers when requested in dealing with unruly pupils. **E**

Screen persons entering school grounds and report presence of unauthorized persons, or stop visitors to campus to ensure they are properly authorized. **E**

Maintain positive and effective working relationships with School Police Services personnel and local law enforcement agencies and representatives. **E**

As directed by school principal or designee, intervene appropriately in situations likely to result in disruption or injury and impose appropriate consequences for pupil conduct. **E**

Prepare and maintain a variety of required state and local statistical reports, records, and files. **E**

Adjust schedule to accommodate assignment to a variety of pupil activities. **E**

Perform related duties as assigned. **E**

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from high school. One year of working with youth in an organized setting and/or security guard experience is desirable. Some positions may require bilingual verbal, written, and translation skills.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided) may be required for some positions.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods of investigation and property protection.  
Oral and written communication skills.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Community problems affecting schools.  
Mediation services and conflict resolution techniques.  
Record-keeping techniques.  
Technical aspects of position including hazardous materials and unsafe conditions.  
District organization, operations, policies, procedures and objectives.  
Operation of a computer and related software applications.  
Interpersonal skills using tact, patience, and courtesy.

**ABILITY TO:**

Operate standard office equipment including microcomputers and related software applications.  
Communicate effectively orally and in writing.  
Establish and maintain effective working relationships with others.  
Meet schedules and time lines.  
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.  
Work confidentially with discretion.

**WORKING CONDITIONS:**

ENVIRONMENT: School site office and surrounding campus; indoors and outdoors in all weather conditions; all areas of a school campus including fields, gym and bleachers, school buses, hallways, classrooms, and restrooms, etc.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone, or by two-way radio; seeing to read various documents related to assigned activities; seeing to read small print in adverse lighting and at night; depth perception, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects, traversing across uneven surfaces such as stairs, pavement, etc.

**SPECIAL CONDITION OF EMPLOYMENT:**

All persons hired in the job classification of Campus Security Assistant MUST complete a specialized training course developed by the Bureau of Security and Investigative Services (BSIS) as mandated by Senate Bill 1626 and Education Code Section 38001.5, and conducted by School Police Services in conjunction with Human Resource Services Division. Incumbents will be in paid status during the course sessions, and training will be offered during the work year. Completion of the course MUST be accomplished within the one-year probationary period for classified employees. Failure to complete the course will result in termination of employment with the school district.

Issued 10/02  
Revised 3.23.04—PeopleSoft  
Job Code 6487  
JM