

Job Description

Title: Campus Security

Reports to: Principal or his/her designee

Essential Functions:

1. Serve as an adult presence in the school.
2. Monitor all school grounds to include outdoor facilities and grounds.
3. Supervise special assignment areas as designated by the principal.
4. Assist with visitor access control, door management system, and emergency response at the direction of the principal.
5. Notify administration of violations of standards of student conduct and other concerns related to the students on campus.
6. Assist with escorting students to the office when they are summoned by administration.
7. Monitor students specifically for: substance use, possession and distribution, vandalism, and interpersonal confrontations.
8. Notify nurses and administration of students and staff requiring assistance and may be a member of the school's emergency response team.
9. Follow all district and building policies and procedures as provided by the principal.
10. Provide affidavits and testimony, as necessary, regarding observations of student misconduct.
11. Perform other duties as requested by the school administration.

Qualifications:

1. Education Level Required:
 - High School Diploma or equivalent
2. Certification, Licensure and/or Experience Desired:
 - Experience working with children
 - CPR training (Training Provided)
 - Experience with computer systems and access control systems desired, but not required
3. Other Requirements:
 - Able to communicate effectively with students and staff
 - Physically able to patrol the school building on a continual basis
 - Able to perform CPR and emergency first aid (Training Provided)
 - Wear appropriate uniform as provided by the District
 - May be required to work outside on school grounds at times
 - Able to intervene in a nonviolent fashion when he or she encounters students violating rules.

Special Requirements:

	Occasional 1 - 32%	Frequent 33 - 66%	Constant 67% +
1. Standing			x
2. Walking			x
3. Sitting		x	
4. Lifting 100 lb max.		x	
5. Carrying 50 feet		x	
6. Pushing / Pulling 30 pounds of force		x	
7. Climbing / Balancing		x	
8. Stooping / Kneeling / Crouching / Crawling	x		
9. Reaching / Handling		x	
10. Speaking / Hearing			x
11. Seeing / depth perception / color			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.