



Azusa Unified School District
546 South Citrus Ave.
Azusa, CA 91702
(626) 967-6211

Classification: Campus Security
Range: 41

Campus Security

SUMMARY

Under the direct supervision of an assigned supervisor, to assist the administration in the supervision of students' and non-students' behavior on campus in order to encourage proper behavior; to maintain order and safety in a middle school or high school setting; to assure student and non-student compliance with school and District policies and regulations; to ensure that campus visitors are authorized to be on campus; to provide for the security and protection of students, personnel, property, and equipment; to determine if unauthorized persons are on District property; and to work with staff and law enforcement agencies as required.

REPRESENTATIVE DUTIES

- Patrol campus grounds, facilities, and parking lots and enforce school and District rules and regulations governing access to campus and school parking lots.
- Patrol campus grounds, parking lots, restrooms against fire, theft, loitering, vandalism, and other unauthorized activities.
- Patrol campus perimeter, lunch areas, hallways, walkways, classrooms, restrooms, gates, parking lots, and bus stops; maintain order and security of campus; escort students to the office as needed; report unusual activities or unauthorized persons.
- Enforce school and District rules, regulations and policies according to established procedures to ensure the safety of students and staff, cars and property, including parking lot restrictions and regulations.
- Maintain the order and safety of school buildings, grounds and facilities to ensure a safe and attractive school environment.
- Maintain contact with the principal or supervisor utilizing a two-way radio to report any campus problems or irregularities.
- Assist visitors with campus orientation and direction; guide visitors as needed.
- Approach visitors and suspicious or unauthorized individuals to determine the reason for being on campus; ensure that unauthorized individuals leave the campus as soon as possible.
- Notify the school office to contact law enforcement or emergency personnel as needed for potentially dangerous situations or accidents.
- Cooperate with law enforcement personnel involved in vehicle control and/or investigation of vandalism, thefts, and/or assault occurring on District property.
- Observe and monitor students during passing periods between classes to ensure

the timely return of students to class and to prevent unauthorized departure from the school premises; approach students to verify off-campus and lunch passes.

- Write reports for school, District, and law enforcement agencies.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of

- District policies, rules, and regulations concerning campus safety, security, and appropriate student behavior.
- Approved procedures and techniques involved in the supervision of students.
- Basic methods of handling difficult situations and confrontational individuals.
- Skills used to maintain positive relationships with students and adults.
- Health and safety regulations.
- Effective communication skills.
- Basic First Aid and techniques.

Ability to

- Patrol and monitor campus to maintain order and security in a middle school and high school setting.
- Perform effectively and efficiently in situations requiring critical thinking with students, staff, and members of the public.
- Learn to interpret, apply and explain rules, regulations, policies and procedures to students, staff, and members of the public.
- Learn District organization, operations, policies and objectives.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Observe situations and accurately determine an effective course of action.
- Perform duties with patience, tact and good judgment following established guidelines.
- Establish and maintain cooperative and effective working relationships with fellow employees and members of the public.
- Be sensitive to and understand the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students, District personnel, parents and the communities served by the District.
- Maintain consistent, punctual and regular attendance.
- Maintain records.
- Maintain confidentiality of student and school information.
- Operate a two-way radio.

EMPLOYMENT STANDARDS

Education

- High School Diploma or equivalent.
- Completion of School Security Training course that meets SB 1626 requirements and Education Code 38001.5.

Experience

- Minimum of one-year experience working with middle or high school students as a formal or informal group leader is preferred.
- Spanish speaking is preferred.

Licenses/Certificates

- Class C Drivers License is required.

WORKING CONDITIONS WHICH MAY OCCUR

- High school campus environment; indoor and outdoor environment.
- Work outside exposed to the weather.
- Work in temperatures between 35 - 44 degrees F.
- Work in temperatures between 100 - 104 degrees F.
- Work in humidity over 60%.
- Noise exposure under 65 decibels.
- Work on surfaces that are flat and stable.
- Exposed to direct sunlight 3 - 5 hrs./day.

PHYSICAL ABILITIES

- Whole Body Coordination.
- Muscular Tension – may exert up to 50 pounds of force to lift, push, pull, carry or otherwise move objects.
- Ability to conduct campus patrolling responsibilities.
- Involves walking or standing for extended periods of time.
- Near and far vision and depth perception.
- Hearing and speaking to exchange information.
- Potential exposure to verbal abuse involved in intervening in anti-social, illegal and violent behavior; subject to encountering student fights and confrontation.

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

MENTAL ABILITIES

- Oral Comprehension
- Oral Expression
- Speech Recognition
- Problem Sensitivity
- Deductive Reasoning