

GREENFIELD UNION SCHOOL DISTRICT

JOB OPPORTUNITY

Job Title:	Campus Security	Job Category:	CLASSIFIED
Location:	McKee Middle School	Job Code:	240000
Salary:	\$19.03 - \$24.62 (31-CL19) (Max entry step 3, unless determined to be a promotion for an internal candidate)	Work Cal:	182 Days/10 Months/ 5.5 Hours
Date Posted:	04/23/2025	Closing Date:	04/30/2025
Applicants apply at: WWW.GFUSD.NET			
JOB REQUIREMENTS:	• High school graduation or equivalent • Valid TB test • Must hold a valid SB1626 Certificate, other qualifications as determined by the district. Applicants who do not include all the required documents with their application will not be considered for the position.		

JOB SUMMARY:

Under the direction of the Principal (designee or other appropriate administrator), to assist in the supervision of students on school grounds, parking lots, and areas adjacent to the school to ensure safety, proper conduct and maximum class attendance. Employees will receive general supervision from a school site administrator within a well-defined framework of policies and procedures. This job classification exercises responsibility for enforcing school rules and regulations pertaining to student behavior, order and conduct.

QUALIFICATIONS:

Knowledge of:

- Approved techniques and methods of youth supervision
- District rules and regulations pertaining to student behavior and conduct on campus.
- Correct English usage, grammar, and punctuation.
- Operational procedures and policies, rules, regulations, and legal provision pertaining to student.

Ability to:

- Analyze situations accurately and adopt effective course(s) of action.
- Exercise tact, diplomacy, and good judgement in dealing with students, staff and others.
- Communicate both orally and in writing in a clear and concise manner.
- Understand and carry out oral and written directions.
- Hear and speak to exchange and retrieve information in person and on the telephone.
- Establish and maintain cooperative working relationships.
- Apply policies and procedures related to the assigned duties and responsibilities of the position.
- Maintain strict confidentiality.
- Ability to work independently with little direction.

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DUTIES AND RESPONSIBILITIES (Sample of daily duties, not limited to the following):

- Patrol's school grounds, corridors, restrooms parking lots and adjacent areas for the purpose of enforcing district rules and regulations as they pertain to student attendance, behavior of enforcing district rules and regulations as they pertain to student attendance, behavior, and conduct.
- Supervises student behavior, corrects improper and unruly activities on the spot and reports major infractions to the school administration.
- Intercedes in and resolves student/adult conflicts, arguments, and fights. Escorts students to class or to proper administrative office as needed. Operates hand radio in patrol functions.
- Check students in the hall during class time for proper authorization.
- Maintains discipline and order on campus, in adjacent areas, and at school activities and events as assigned.
- Searches students' lockers and other areas for illegal or stolen items as assigned.
- Directs suspended or non-students to leave school grounds and escorts parents and visitors to proper office or classroom.
- Supervises students in and around cafeteria during lunch periods.
- Writes conduct referrals and reports to designated school administrator and/or counselor regarding student behavior violations.
- Performs security checks of buildings and grounds as necessary.
- Directs traffic to and from parking lots before school, after school and other times deemed necessary to ensure student and staff safety and that vehicles are secured and parked in the proper areas.
- Reports signs of vandalism to the proper authority.
- Assists in the clearing of buildings during all emergencies- planned fire and disaster drills.
- Bus duty at pickup and drop off locations.
- Performs other duties and responsibilities as required by the Superintendent or designee, in order to accomplish the goals and objectives of the district.
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PHYSICAL ABILITIES:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job included close vision, depth perception, and ability to adjust focus.

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
- Conduct verbal conversation in English or other designated language.
- Hear normal range verbal conversation (approximately 60 decibels.)
- Sit, stand, stoop, kneel, bend, and walk.

*****EQUAL OPPORTUNITY EMPLOYER*****

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- Sit for sustained periods of time.
- Kneel or squat for extended periods of time.
- Climb slopes, stairs, steps, ramps, and ladders.
- Lift and carry up to twenty (20) pounds frequently, and fifty (50) pounds occasionally.
- Push and pull objects weighing up to forty (40) pounds.
- Sustain strenuous manual labor for two (2) hours.
- Exhibit full range of motion for shoulder external rotation and internal rotation.
- Demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
- Demonstrate manual dexterity necessary to assist students with buttoning clothing, eating, operating a computer or assist staff with student toileting procedures.
- Work with cleaning solutions, disinfectants, and sanitizers in a safe and effective manner without allergic reaction.

EVALUATION:

Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement if applicable. The evaluation will be completed by the Site Principal or his/her designee.

QUALIFIED APPLICANTS MAY BE CONSIDERED FOR AN INTERVIEW APPOINTMENT

The Greenfield Union School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, national origin, parental status, pregnancy status, race, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact:

Equity Compliance Officer:
Ramon Hendrix--Superintendent
1624 Fairview Rd.
Bakersfield, CA, 93307
661-837-6000
hendrixr@gfusd.net

Title IX Coordinator:
Dr. Debra Thompson--Assistant Superintendent of Student
Services
1624 Fairview Rd.
Bakersfield, CA, 93307
661-837-6000
titleIX@gfusd.net

Section 504 Coordinator:
Jennifer Morales -- Director of
Support Services
205 McKee Rd.
Bakersfield, CA 93307
661-837-6000
moralesj@gfusd.net

EQUAL OPPORTUNITY EMPLOYER