

San Rafael City Schools

Position Description

Position: Campus Safety & Security Specialist II	Work Calendar: 181 Work Days
Department/Site: Elementary School Site	Non-exempt
Reports to/Evaluated by: Principal/Designee	Salary Grade: 109

Summary

Provides a preventative presence and facilitates communications between students, parents, visitors, and school staff that enhances understanding and promotes a safe and secure environment.

Distinguishing Career Features

The Campus Safety & Security Specialist II is part of a career path encompassing school campus security and promoting positive student behaviors. The Campus Safety & Security Specialist II actively participates in the behavior modification of at-risk individuals and groups as an extension of the Counseling office. The Campus Safety & Security Specialist II requires state-recognized credentialing and provides an 'official' security presence. Advancement to Campus Safety & Security Specialist - Senior requires more in-depth credentials and demonstrated leadership skills over large scale activities and events, for conducting proactive observation for security risks, conducting one-on-one and small group peer mediation processes, and knowing the presence of visitors, foot and vehicle traffic control, and infractions.

Essential Duties and Responsibilities

- Monitors student conduct to attempt to prevent vandalism, theft and other illegal activities. In cooperation with and under the direction of the site administration, observes and reports to law enforcement agencies acts by persons contributing to delinquency or injury of students. Assists law enforcement agencies in locating students suspected of crimes according to established guidelines.
- Works with individual students to enhance positive behavior. With guidance from Counselors, may monitor behavior goals for students by periodically checking progress, receiving and providing feedback. Assists in providing a support network for students and identifies students at risk.
- Performs patrol of school buildings, grounds, parking areas and, when directed by site administration, authorized third-party venues influenced by the school campus, to maintain order and safety, and provide a preventative presence to attempt to prevent illegal acts.
- Facilitates communication between and among students, school and District officials and staff and law enforcement personnel to enhance understanding and promote a safe and secure environment.
- Confers with a wide variety of individuals concerning student conduct, assisting students in need, and handling conflicting resolutions and other matters.

- Responds to staff and teacher requests for assistance in the classroom. Assists in incidents involving students having physical altercations, with weapons, and/or under the influence of drugs or alcohol.
- Responds to medical emergencies, performs first aid, CPR or contacts emergency agencies according to established guidelines.
- Observes and checks students or visitors who appear to be loitering and are out of class and determines appropriate action. Identifies students in violation of school rules and regulations including attendance issues, possession of controlled substances, and weapons and take appropriate action.
- Observes students in public gatherings, recognizing potential for physical confrontations or violence. Mediates to resolve conflict.
- Observes and reports hazards or activities which might endanger students or personnel.
- Provides information to students concerning the law as it applies to juveniles and community resources.
- Assists with investigations related to school infractions, including interviewing suspects, victims and witnesses.
- Prepares records and reports consistent with position.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires working knowledge of District and site policies, procedures and regulations regarding appropriate student behavior on grounds or in facilities. Requires knowledge of basic security and safety procedures. Requires knowledge of individual and group student behavior and the techniques for overseeing students in unstructured settings. Requires knowledge of the pertinent federal, state, local and district laws and ordinances including applicable sections of the California Penal Code related to juveniles and applicable State Education Code provisions. Requires sufficient math skills to record distances, numbers, and times. Requires sufficient writing skill to prepare incident reports. Must have well-developed interpersonal skills sufficient to deal with normal and possibly confrontational situations, influence student behavior, to facilitate group discussions among students, to work with students from diverse cultures and backgrounds, and to assist with counseling.

▪ Abilities

Requires the ability to perform the essential duties of the position effectively and efficiently with minimal supervision. Requires the ability to assess situations, interpret student behavior and apply appropriate measures to enforce school regulations. Requires the ability to diffuse situations calmly and with authority. Requires the ability to learn, interpret, explain, and apply District regulations, policies, and procedures governing student behavior on school properties. Must be able to prepare descriptive reports and maintain records of problems or situations requiring intervention. Must be able to analyze situations quickly and objectively and determine and take effective action. Must be able to use appropriate

defense measures to protect self or others in adverse situations. Must be able to maintain two-way radio communication with local police authorities and site administrators. Must be able to administer first aid in urgent situations. Requires the ability to communicate effectively with students, in a multi-ethnic setting and to interact both formally and informally with District staff, outside agency personnel and the general public. Requires the ability to complete CPR and First Aid training within a reasonable time. Requires the ability to complete State-required training within a reasonable time after hire.

▪ **Physical Abilities**

Incumbent must be able to work inside and outdoors engaged in work primarily of an active nature. Requires the ability to maintain cardiovascular fitness in order to run, for the purpose of reaching incidents on a timely basis. Requires ambulatory ability to stand and walk for extended periods of time, physical strength to carry up to 150 pounds on an occasional basis, and agility to respond to emergency situations. Requires near and far visual acuity to observe campus activity and read reports and written instructions. Requires hearing for ordinary conversation and to hear other sounds in order to respond to normal and emergency situations.

▪ **Education and Experience**

The position requires a High School diploma or equivalent, 21 years of age, and one year of security/surveillance experience, supplemented by specialized, successful training in security, safety, and behavior intervention. One year of experience working with at-risk youth in an organized setting.

▪ **Licenses and Certificates**

Requires a valid California Driver's License. First Aid and CPR Certificate. Fingerprint clearance from the Department of Justice. Completion of a 40 hour training program developed by BSIS in consultation with California POST.

▪ **Working Conditions**

Work is performed indoors and outdoors where safety and health considerations exist from temperature extremes, physical effort, and dangerous incidents.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

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Board Approved: