

## San Rafael City Schools

## Position Description

<b>Position:</b> Campus Safety & Security Specialist I	Work Calendar: 181 Work Days
Department/Site: School Site	Non-exempt
Reports to/Evaluated by: Principal/Designee	Salary Grade: 105

### 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 I is part of a career path encompassing school campus security promoting positive student behaviors and safety. The Campus Safety & Security Specialist I is an active presence for screening visitors, responding to student injuries, participating in the behavior modification of at-risk individuals and assisting the officers with guiding school site foot and vehicle traffic before, during, and after regular hours and for events. Advance to Campus Security Officer requires successful completion of State authorized training.

### Essential Duties and Responsibilities

- Observes and checks-in students and visitors, checking for appropriate credentials and purpose. Identifies and reports students and other entering school property in violation of school rules and regulations including attendance issues.
- Monitors student conduct to attempt to prevent vandalism, theft and other illegal activities. In cooperation with and under the direction of and the site administration, observes and reports to law enforcement agencies acts by persons contributing to delinquency or injury of students.
- Observes students in public gatherings and student activities, recognizing potential for confrontations or violence. May assist with mediations/interventions to resolve conflict.
- 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.
- Walks through school buildings, grounds, parking areas and, when directed 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.
- Responds to 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.

- Assists with directing and monitoring vehicle and foot traffic before, during, and after events on school and district properties.
- Observes and reports hazards or activities which might endanger students or personnel.
- Provides information to students concerning the school's policies and laws applicable to behavior and infractions.
- 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 basic 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 rules that support and guide performance of duties. Requires sufficient math skills to record distances, numbers, and times. Requires sufficient writing skill to prepare incident reports. Requires sufficient human relations skills sufficient to deal with normal and possibly confrontational situations, influence positive 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. Requires the ability to prepare descriptive reports and maintain records of problems or situations requiring intervention. Requires the ability to analyze situations quickly and objectively and determine and take effective action. Requires the ability to use appropriate defense measures to protect self or others in adverse situations. Requires the ability to maintain two-way radio communication with local police authorities and site administrators. 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 training in security, safety, and behavior intervention. Experience working with at-risk youth in an organized setting is preferred.

▪ **Licenses and Certificates**

May require a valid driver's license. First Aid and CPR Certificate within a reasonable time frame. Ability to obtain a 'Officer' designation within a reasonable time.

▪ **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.*

SRCS does not discriminate in any of its policies, procedures, or practices relating to employment, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Veteran status, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all basis of discrimination will apply to both education services and employment.

**CSEA Approved: June 8, 2022**

**Board Approved:**