

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Campus Safety Assistant	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	School Site	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-31/CSEA 125 Salary Schedule

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**(Former classification: Student Safety Assistant)**

**BASIC FUNCTION:**

Under direct supervision of an assigned site supervisor or designee, assist with the daily and special events safety of an assigned school site to provide students high quality options and a variety of activities; patrol and monitor an assigned campus to maintain order and safety to provide a safe, clean and orderly learning and working environment; ensure student compliance with school and District policies and regulations.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Assist with the daily and special events safety of an assigned school site to allow students to engage in arts, activities and athletics; patrol and monitor campus lunch areas, hallways, walkways, classrooms, rest rooms and parking lots; maintain order and safety of campus to provide a safe, clean and orderly learning and working environment. *E*

Escort students to office for disciplinary action as needed; report unusual activities or unauthorized persons in a reasonable, timely manner; assist and direct campus visitors to authorized parking areas and appropriate offices. *E*

Enforce school and District rules, regulations and policies for the safety and security of students, staff and property according to established procedures. *E*

Observe students during passing periods between classes; ensure timely return of students to class to assist students to stay in school on target to graduate. *E*

Monitor illegal parking and loitering on school grounds; observe and report vehicle break-ins. *E*

Escort students and teachers to classrooms or vehicle as needed. *E*

Maintain safety of school buildings, grounds and facilities to provide a safe, clean and orderly learning environment; secure restrooms and other areas such as the teacher lounge; lock school gates and grounds as directed. *E*

Effectively maintain and establish positive and collaborative relationships with staff, families, students and the community; respond to calls and report problems as directed by site supervisor or designee. *E*

Report inappropriate student behavior in a reasonable, timely manner and prepare necessary incident reports to ensure proper documentation. *E*

Assist ill students or students experiencing difficulty by escorting them to the health office or appropriate administrative offices in support of students to achieving their personal best. *E*

Contact administrator or District Safety office as needed to maintain the safety and control of campus according to established procedures. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of experience working effectively with school-age students.

**LICENSES AND OTHER REQUIREMENTS:**

Valid CPR and first aid card; 24 hours of campus safety training and completion of approved Conflict Resolution training.

Special Requirement:

This position may work additional assignments including evenings and weekends; required to wear district provided apparel and/or vest with FUSD logo.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Basic interests, attitudes and emotional development of adolescents.  
Skills utilized to maintain positive relationships with a diverse range of students and adults.  
Interpersonal skills using tact, patience and courtesy.  
Health and safety regulations.  
Policies, rules, and regulations concerning campus control, safety, and appropriate student behavior.  
Crowd control procedures and the detection and identification of dangerous drugs and improper substances.  
Safe campus supervision methods and procedures.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Effective conflict control techniques.

**ABILITY TO:**

Patrol and monitor an assigned campus to maintain order and safety at an assigned school site.  
Enforce campus rules and regulations.  
Ensure student compliance with school and District policies and regulations.  
Learn, interpret, apply and explain rules, regulations, policies and procedures.  
Perform duties with professionalism, patience, tact and good judgment and within established guidelines.  
Establish and maintain cooperative and effective working relationships with a diverse range of people.  
Observe situations and accurately determine an effective course of action.  
Learn new or updated techniques, rules and equipment to apply to current work.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Communicate, understand and follow both oral and written directions effectively.  
Actively participate in meeting District goals and outcomes.  
Apply integrity and trust in all situations.  
Learn District organization, operations policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment; seasonal heat and cold or adverse weather conditions; exposure to dissatisfied individuals; potential physical hazards involved in intervening in anti-social, illegal, and violent behavior; possible fights and confrontations.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, climbing stairs and ramps; walking or standing for extended periods of time; hearing and speaking to exchange information; manual dexterity to break up fights; seeing to monitor student activities reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files from cabinets and shelves.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E=Essential Functions*