

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Campus Security Lead	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	School Site	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-34/CSEA 125 Salary Schedule

(Former Classification: Student Safety Coordinator)

BASIC FUNCTION:

Under general direction of an assigned supervisor, monitor an assigned school campus and coordinate student safety personnel and others as assigned in the patrol of district facilities, parking areas and other locations during school hours and special events to provide a safe, clean and orderly learning and working environment; enforce district and school rules and regulations to ensure safety compliance; assist in investigation of accidents, vandalism, and thefts; prepare reports of safety activities; train and provide clear work direction to assigned student safety personnel.

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.)

Monitor an assigned school campus and coordinate student safety personnel in the patrol of district facilities, parking areas and other locations during school hours and special events to provide a safe, clean and orderly learning environment in ensuring the protection of persons and property. *E*

Enforce district and school rules and regulations regarding facility use and ensure campus facilities are appropriately used in support of student learning; maintain crowd control and enforce safety regulations at special events for the protection of students, staff and families. *E*

Monitor illegal parking and loitering on school grounds; observe and report vehicle break-ins; assist in investigation of accidents, vandalism, and thefts; prepare reports of safety activities in a reasonable, timely manner to ensure proper documentation as required. *E*

Train, provide clear work direction and coordinate work schedules, location and area coverage for assigned student safety personnel to ensure the safety of students, staff and visitors. *E*

Report illegal behavior timely to school administrators and authorities 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*

Coordinate daily and special events safety at an assigned school site; patrol and monitor campus lunch areas, hallways, walkways, classrooms, rest rooms and parking lots; maintain order and safety of campus and adjacent facilities. *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 administrator; assist in emergency situations with outside agencies, including law enforcement, ambulance and fire. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years experience working with youth in an organized setting including at least two years in a student safety capacity.

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:

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:

Applicable municipal and State codes, District policies and procedures.
Methods of individual and group supervision.
Interests, attitudes and emotional development of adolescents.
Skills utilized to maintain positive relationships with a diverse range of students and adults.
Accurate record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Health and safety regulations.
Behavior modification strategies and techniques.
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.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Effective conflict control techniques.

ABILITY TO:

Monitor, patrol and coordinate the patrol of district facilities, parking areas and other locations to maintain order and safety.
Provide clear work direction and guidance.
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 related to current assignment.
Perform duties with professionalism, patience, tact and good judgment and within established guidelines.
Communicate, understand and follow both oral and written directions effectively.
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.
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