



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: CAMPUS SAFETY SPECIALIST
REPORTS TO: School Principal **SITE:** All Schools
CLASSIFICATION: CSEA Bargaining Unit **WORK YEAR:** SDO (182 Days)
SALARY: Range 39 – Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: November 17, 2016

JOB SUMMARY:

Under general supervision, monitor student activities and behavior on school campuses; supervise students during passing times, lunch period, and in bus lines to reinforce school rules and policies concerning behavior; may contact parents of students who are having problems including attendance, behavior and academic achievement; and perform related duties as assigned.

CLASS CHARACTERISTICS:

Positions in this class require knowledge of a body standardized rules, procedures and operations typically learned during a 1-3month on-the-job orientation. Employees work as instructed and consult with supervisors to handle unusual situations that may occur. Methods and procedures for handling most student incidences have been established; however, employees must exercise good judgment in handling emergencies and student outbursts. Employees have frequent contact with students, and some contact with parents, the purpose of which is to give facts or clarify information.

ESSENTIAL FUNCTIONS:

1. Monitor school campuses and surrounding areas to ensure that students are obeying school rules and general safety policies; observe student conduct to prevent vandalism, theft, and other illegal activities.
2. Document and report severe disciplinary incidents to school principals.
3. Ensure all non-students present on campus have a legitimate reason to be there.
4. Patrol campus and direct tardy students to class; check students in hall during class time for proper authorization; escort students to administrative offices as necessary.
5. Monitor parking lots and enforce driving and parking regulations; canvas corridors, grounds, and restroom areas; supervise students in the cafeteria; serve as crossing guard when required.
6. Perform security checks of building and grounds; clear buildings during fire drills.
7. Work with students to achieve conflict resolution with others; calm down students who may become agitated or emotionally upset.
8. May supervise after school detention.
9. May perform clerical functions and work directly with students in district programs involving student guidance, and adult and community education.
10. Work with individual students to enhance positive behavior; with guidance from Assistant Principals, may monitor behavior goals for students by periodically checking progress, receiving and providing feedback; and assists in providing a support network for students and identifies students at risk.
11. Confer with a wide variety of individuals concerning student conduct, assisting students in need, and handling conflicting resolutions and other matters.
12. Respond to teacher requests for assistance in the classroom.
13. Assists in incidents involving students with weapons and/or under the influence of drugs or alcohol.
14. Intervene in fights and physical confrontations according to established procedures.
15. Perform searches and confiscates articles forbidden on campus.
16. Review security footage.
17. Assist students with medical emergencies.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential duties above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- Equivalent to high school diploma and (1) year of experience working with at risk youth in an organized setting.
- One (1) year of experience working as a security guard or campus supervisor.
- Spanish speaking is preferred.

KNOWLEDGE OF:

- Applicable laws, codes, and policies.
- Basic principles, methods and techniques of enforcement, investigation and conflict resolution.
- General interests, attitudes, and behavior patterns of adolescents.
- School safety rules and regulations.
- School discipline rules and regulations.

EXPERIENCED WITH:

- Work independently, quickly evaluating situations, and using sound judgment within the framework of policies, procedures and guidelines.
- Work effectively with students from various socio-economic and ethnic backgrounds.
- Understand and carry out oral and written directions.
- Exercise good judgment and remain calm during tense situations.
- Write observation notes clearly and concisely.
- Clearly and correctly speak, read and write in English.
- Speak, read, and write Spanish (some positions).
- Operate a computer .
- Operate a two-way radio communication with site administrators and school staff.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Meet schedules and time lines.
- Establish and maintain effective working relationships; work cooperatively with others.
- Observe health and safety regulations.
- Maintain routine records related to work performed.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Attend required trainings and pass tests provided by the trainer to ensure knowledge retention.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.
- Mobility to move about the campus.
- Must be able to maintain two-way radio communication with site administrators and school staff.
- Physical ability to run distances up to a ¼ mile for short durations.
- Physical ability to grab, hold, separate, pull, subdue, and otherwise restrain hostile individuals up to 200 pounds in weight.
- Physical ability to lift, bend, crouch, kneel, climb, and otherwise respond to emergency situations.
- Confers with a wide variety of individuals concerning student conduct, assisting students in need, and handling conflicting resolutions and other matters.
- Responds to teacher requests for assistance in the classroom. Assists in incidents involving students with weapons and/or under the influence of drugs or alcohol.

HAZARDS:

- Contact with dissatisfied or abusive individuals.
- Potential physical hazards involved when intervening in anti-social, illegal and violent behavior.
- Verbal and/or physical confrontations.

LICENSE AND OTHER REQUIREMENTS:

- Must have a valid certification in basic First Aid, CPR and AED (Automatic External Defibrillator)
- Must have a valid driver's license.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

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