



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>CAMPUS SAFETY LEAD</u>	
DEPARTMENT/SITE: School Site	SALARY SCHEDULE: Classified Bargaining Unit SALARY RANGE: 23 per 2021/2022 Schedule WORK YEAR: 11 Months (206 Days)
REPORTS TO: Coordinator – Safety and Security and Principal	FLSA: Non-Exempt

BASIC FUNCTION:

Under the supervision of the **Coordinator-Safety and Security** and direction of the site administrator, support site and District administration in maintaining a safe and secure school campus; patrol school campus to provide for the safety, security and protection of all students, staff, visitors and property; monitor student activities and encourage students to observe fundamental courtesies and all school rules; meet with students to mediate conflicts, facilitate problem resolution, and support goal setting; provide initial response to emergencies and conduct initial investigation of security-related incidents occurring on campus; provide guidance to **Campus Safety Assistants** and **Campus Aides**, as assigned. The incumbents in this classification provide students with safety and security during, before, and after school which directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

Campus Safety Lead is the experienced-level classification in the series. Incumbents in this classification are expected to use independent judgment in handling campus security matters and may be assigned to a school site where they may provide guidance to **Campus Safety Assistants**. **Campus Safety Assistant** is the mid-level classification responsible for maintaining campus safety in accordance with District and site policies and procedures. **Campus Aide** classification is the entry-level classification in the series. Incumbents are responsible for monitoring students' designated school areas during student breakfast, lunch, and recess periods.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Support site and District administration in maintaining a safe and secure school campus; patrol school campus to provide for the safety, security, and protection of all students, staff, visitors, and property; monitor student activities and encourage students to observe fundamental courtesies and all school rules.

Provide positive reinforcement for student compliance with school rules; redirect students' aggressive behavior according to established procedures and techniques, as needed; intervene and/or resolve altercations among students, visitors, and/or other parties to preserve peace and protect the safety of students and others on campus.

Actively patrol school grounds and adjacent areas on foot or by other means (golf cart, visually surveying, etc.); assure safety, security, and school rules to prevent students from injury or harm; prevent entry and report the presence of unauthorized persons on school grounds; escort or assist unauthorized persons off campus and notify administration and/or law enforcement, as appropriate.

Meet with individual students and/or groups to mediate conflicts and facilitate positive resolution through the use of conflict resolution strategies and mediation techniques; assist students in developing interpersonal, conflict resolution, and problem-solving skills; participate as a member of a student support team to assist students in goal setting and monitor student progress; participate in new student orientations to review school rules, District policies, and other matters.

Assist administrators and counseling staff with student interviews and consultations.

Serve as a role model and develop positive relationships with students, treating them with professionalism, fairness, and consistency.

Provide guidance to Campus Safety Assistants and Campus Aides, as assigned; ensure compliance with established guidelines and procedures; provide feedback and input regarding performance evaluations, as requested.

Investigate security-related incidents occurring on campus and report incidents involving students to appropriate staff or administrator; maintain the confidentiality of sensitive information.

Communicate and collaborate with administrators, staff, and/or local law enforcement regarding injuries, altercations, inappropriate social behavior, suspicious activity, security concerns, or activities.

Maintain routine records and prepare incident reports, document student contact, and other activities, as necessary.

Operate computer, hand-held radio, video monitoring equipment, and other job-related equipment, as assigned; drive a vehicle and/or golf cart to perform assigned duties.

During drills and emergency situations, direct students and staff to take appropriate action, i.e., evacuation of buildings, secure buildings, etc.; follow established protocols and procedures in the case of accidents or injuries; administer basic first aid and CPR/AED, as necessary.

Serve on the District and/or site safety committee; assist in revision and/or update of Site Safety Plans and Emergency/Crisis Response Plans.

Participate in assigned professional development activities and other training; attend site team and/or staff meetings or other relevant meetings, as required.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, and practices of campus safety and security, and student supervision.

Policies and procedures of assigned programs and activities.

Child guidance principles and practices.

Interests, attitudes, and emotional development of young children and/or adolescents.

Behavior management strategies, verbal self-defense, and de-escalation techniques.
Conflict resolution and mediation techniques.
Principles and practices of providing guidance to others.
Interpersonal skills and public relations using tact, patience, and courtesy.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Basic record-keeping and report writing techniques.
Operation of standard office and safety equipment, including computer and assigned software, two-way radios, golf cart, etc.
Health and safety regulations.
First aid and CPR/AED procedures.

ABILITY TO:

Patrol school grounds and provide for the safety, security, and protection of all students, staff, visitors, and property.
Interpret, apply and explain District and site policies, rules and regulations, and related procedures.
Assure student compliance with school policies and rules in an assertive, equitable, and consistent manner.
Serve as a positive adult role model for students, including being generally well-groomed and wearing appropriate clothing for the assignment.
Motivate students to improve social skills, problem-solving, and conflict resolution abilities.
Implement approved de-escalation and emergency behavioral interventions, as needed.
Prevent or break up student conflicts and fights.
Use good judgment and discretion in dealing with interpersonal situations and maintain the confidentiality of information.
Relate well to students of all backgrounds and ethnic groups and gain their cooperation.
Determine appropriate action within clearly defined guidelines.
Respond to emergency or difficult situations quickly and adopt an effective course of action.
Work alone effectively under stress or in situations dangerous to self or others.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Understand and work within the scope of authority.
Read, understand and follow oral and written instructions.
Write clear and concise reports.
Be flexible and adapt to changes in routine and duties.
Be reliable in attendance and punctuality.
Observe health and safety regulations.
Administer first aid and CPR/AED and maintain current certifications.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school, or equivalent, supplemented by coursework in criminal justice, psychology, or related field, or training as a security guard or peace officer, and at least three (3) year's recent work experience in campus safety, security, law enforcement or similar position for a public school, which includes experience leading the work of others. Experience working with at-risk youth in a school setting preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and ability to maintain qualification for automobile insurance coverage.

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and First Aid card is required. Maintain up-to-date certificates in CPR and first aid.

Professional Assault Crisis Training (Pro-ACT) Certification or other in District provided de-escalation and behavior intervention training within six months of hire. SB1626 and/or other mandated certification within six (6) months of hire.

WORKING CONDITIONS:**ENVIRONMENT:**

Classroom and outdoor school environment.
Subject to noise, odors, and physical and verbal aggression.
Seasonal heat and cold or other adverse weather conditions.
Travel to multiple school sites, as needed.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Walking, standing, or sitting for extended periods of time and on uneven ground to monitor the school campus and students.
Running and jumping to intervene in student and emergency situations.
Hearing sufficient to hear voices, bells, sirens, and student activity, and speaking to exchange information.
Vision sufficient to monitor school grounds, and student activities and to read or prepare written reports.
Dexterity of hands and fingers to operate a computer, assigned software, and safety or other safety-related equipment.
Bending at the waist, kneeling, squatting, or crouching to assist students.
Reaching overhead, above the shoulders, and horizontally.
Restrain students who become physically aggressive.
Constantly lift, carry, push or pull objects weighing up to 25 pounds; frequently lift or move up to 50 pounds, and occasionally lift or move up to 100 pounds.
Physical, mental, and emotional stamina to fully perform duties and responsibilities.
Physical strength and agility to safely implement approved de-escalation and behavioral interventions, as needed.

HAZARDS:

Contact with dissatisfied or abusive individuals.
Possible fights and confrontations.
Potential contact with blood-borne pathogens, infectious diseases, and other body fluids.

CLEARANCES:

Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: G.B.: P.C. (New)
5/22 Revised (EH&A / MGT Consulting) / PC & GB: 09/2022 Reallocation PC & GB: 09/2022