

## **CAMPUS SAFETY ASSISTANT**

### **JOB SUMMARY**

Under the supervision of the principal or designee, assists in ensuring student safety by monitoring campus buildings and grounds, controlling access to the campus, assuring student compliance with school policies, and performing related work as required.

### **ESSENTIAL DUTIES**

- Assists with student control on grounds and in buildings, including halls, walkways, cafeterias, eating areas, parking lots, campus entrances, and restrooms.
- Provides appropriate leadership for students to earn their respect and cooperation in following directions and school rules.
- Checks students' passes to determine if they are authorized to be absent from assigned classes and reports unauthorized absences to school administration.
- Checks for visitors' passes and directs/escorts general public to the administration office, in accordance with campus sign-in procedures.
- Investigates and reports incidents of persons loitering on or near the campus and students leaving or congregating off school grounds without permission.
- Identifies, corrects and/or reports safety hazards that may compromise student/staff safety.
- Monitors student behavior, deters and modifies inappropriate student behaviors of a relatively minor nature and reports serious infractions to school administrators for possible disciplinary action.
- Operates a two-way radio to communicate with school administrators, staff, and other campus personnel.
- Monitors parking lots for proper parking procedures and traffic flow, opens and secures gates.
- Assists with crowd control at school events.
- Performs other related duties as required.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** High school graduation or equivalent and some paid or volunteer experience in a leadership capacity working with teenagers.

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

- Methods of campus control.
- Techniques used in guiding, motivating and supervising students.
- Skills utilized to maintain positive relationships with students and other adults.
- District and school rules and regulations.

#### **Ability to:**

- Supervise an assigned campus area.
- Understand and follow oral and written instructions.
- Speak clearly, provide information in an understandable manner and give directions to others.
- Establish and maintain effective working relations with staff, students, and parents.
- Assure student compliance with the policies and procedures of the school and District.
- Observe situations and accurately determine an effective course of action.
- Operate a two-way radio.

### **WORKING CONDITIONS**

Works in a school campus environment, including extended periods outdoors with long periods of standing and walking. Incumbents may be exposed to adverse weather conditions.