

CAMPUS SECURITY ASSISTANT

DEFINITION

Under general supervision, patrols a large high school campus on foot for the purpose of discouraging improper behavior and apprehending non-student/student violators of state laws and District policies; and perform related duties as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Assists the administrators and staff of a large high school in supervising and controlling student behavior in all areas. *E*

Patrols on foot and/or in a vehicle a school campus and its vicinity before, after, and during school hours; questions students and campus visitors suspected of violating rules and regulations. *E*

Obtains names of those students guilty of violating rules and regulations and turns them over to an administrator; counsels students regarding their behavior. *E*

Answers questions pertaining to rules and regulations and other matters concerning school procedures and practices. *E*

Discusses with teachers, administrators, and community groups problems of student misconduct and how to prevent impending problems. *E*

Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Public school objectives;
2. School district organization;
3. Motor vehicle code;
4. Vocabulary and English at the 12th to 14th grade level; and
5. General principles of law enforcement.

Ability to:

1. Read, understand, and apply a large volume and variety of codes, policies, rules, and regulations;
2. Analyze situations and apply inductive and deductive reasoning;
3. Remember facts, information, and people;

Ability to: (cont.)

4. Make math calculations;
5. Act quickly and with mature judgment;
6. Operate a vehicle observing legal and defensive driving practices; and
7. Comprehend and follow instructions.

TRAINING AND EXPERIENCE

Education equivalent to completion of the 12th grade. Experience of one year or recent paid work with adolescents or young adults as a teacher assistant, counselor assistant, correctional officer or similar employment or some equivalent combination of education and experience in community or public safety services.

WORKING CONDITIONS

Environment:

Outdoor environment; subject to possible fights and confrontations; driving a vehicle to conduct work.

Physical Abilities:

Walking and standing for extended periods of time; running; hearing and speaking to exchange information; seeing to monitor student activities.

Hazards:

Exposure to adverse weather conditions; potential physical hazards involved in intervening in anti-social, illegal, and violent behavior.

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7/81