

CHURCHILL COUNTY SCHOOL DISTRICT

CAMPUS SECURITY OFFICER

FLSA Status: Non-Exempt

Created: 10/2004

Last Revised: 04/2015

DEFINITION:

To patrol school buildings, yards, and parking areas to maintain a safe and secure school environment; to assist administrative staff with attendance and discipline problems; and to perform a variety of duties related to campus security.

SUPERVISION RECEIVED AND EXERCISED:

Receives direct supervision from a designated site Administrator and/or designee.

ESSENTIAL FUNCTIONS- *Performance of these functions is the reason this job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Maintains visibility and availability to assist the students, staff, and general public.
2. Prevents and effectively handles inappropriate student behavior; monitor visitors on campus; and ensure security of school site.
3. Monitors students during lunch hours whether they are inside or outside the building or the classroom during the school day; check hall passes; and return students to classroom as necessary.
4. Assist staff if discipline problems arise, report any inappropriate behavior to Administrator and/or designee.
5. Transport students to the office, classroom or transport students not in attendance of a class period to designated areas as necessary.
6. Supervise student lunch area, assemblies, and parking lots.
7. Assist Churchill County Police and Sheriff Department with investigations regarding student involvement; notify Administrator/designee and law enforcement concerning unknown or illegally parked vehicles; contact parents/guardians concerning student parking violations.
8. Patrols front of school and traffic area as assigned; patrol surrounding school grounds for truants.
9. Maintains accurate records relating to; parking permits, traffic violations, investigations and weekly supervision data.

CHURCHILL COUNTY SCHOOL DISTRICT

CAMPUS SECURITY OFFICER, continued

10. Participates in all mandatory District and site staff meetings.
11. Provides high visibility throughout the school; walk and survey hallways, common areas, grounds and parking lots.
12. Assist visitors, check visitor passes and escort unauthorized visitors off campus.
13. Assist Administrator/designee and School Resources Officer in the investigation of illegal and/or prohibited activity within the school as appropriate.
14. Assist Administrator/designee, staff and students during crisis situations, including fire drills, tornado drills, weapon control, bomb threats and lockdowns.

QUALIFICATIONS - *Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)*

Knowledge of:

- School policies concerning attendance and discipline;
- Methods and techniques of crowd control;
- Principles of basic record keeping;
- Principles of basic report writing; and
- Search, seizure and investigative techniques.

Skills to:

- Interpret and explain District policies as it pertains to security;
- Control vehicle traffic on school grounds;
- Maintains accurate records and concise reports;
- Operate a two-way radio;
- Operate a District vehicle safely; and
- Communicate clearly and concisely, both orally and in writing.

Ability to:

- Deal effectively with issues in a confidential manner;
- Work independently with little direction;
- Understand and follow oral and written directions;
- Establish and maintain effective working relationships with those contacted in the course of work; including, District officials and the general public.
- Ability to respond to hostile situations and intervene in physical altercations.

CHURCHILL COUNTY SCHOOL DISTRICT

CAMPUS SECURITY OFFICER, continued

- Ability to work with large groups of students, including students with special needs; and
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits and report unsafe conditions to the appropriate Administrator/designee.

Experience and Training Guidelines - *Any combination of experience and training that would provide the required knowledge, skills, and abilities are qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

Experience/Training:

Previous security experience is highly desirable, with at least a minimum of one (1) year experience with school age students preferred; which has provided the knowledge, skills, and abilities outlined above.

Training:

Possession of a high school diploma or its equivalent (GED).

Required License or Certificate:

Must possess and maintain a valid Nevada Driver's License.

Possession of or ability to obtain a current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization within six (6) months of hire. Certification must be maintained for the duration of the assignment.

Physical and Mental/Intellectual Requirements - *The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity, and coordination, to use keyboard and video display terminal for short periods of time. The cognitive ability to operate a personal computer using word processing and databases. Strength and stamina to bend, stoop, walk, and stand for long periods of time with occasional sitting. Vision both near and far, to safely monitor and assess school site areas. Act quickly in a crisis situations; (e.g., drugs, alcohol, weapons) and properly defuse a physical altercation between students.

Ability to effectively and professionally communicate in person, by phone, or any other means of electronic methods as appropriate. May lift objects in excess of twenty-five pounds (25) and occasionally lift or move objects weighing fifty pounds (50) or more.

CHURCHILL COUNTY SCHOOL DISTRICT

CAMPUS SECURITY OFFICER, continued

Please see chart below indicating specific physical requirements.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing			X	
Walking				X
Bending/Stooping/Squatting/Twisting	X			
Crawling				
Kneeling	X			
Reaching above the body	X			
Reaching away from body	X			
Climbing Stairs		X		
Climbing while working (ladders, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/Gripping		X		
Handling		X		
Applying Torque (arms)		X		
Fine Manipulation	X			
Repetitive Work				X
Weight Barring	X			
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/CRT		X		
Driving a Vehicle		X		
Working Alone				X
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders > 6 Feet				

CHURCHILL COUNTY SCHOOL DISTRICT

ESSENIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress		X		
Cold Stress		X		
UV Exposure		X		
Hazardous Chemicals/Waste				
>8 Hours Per Day				
Overtime/Irregular Hours				
Senses:				
Eyes				X
Visual Demanding Work				X
Near Vision			X	
Far Vision	X			
Depth Perception				
Basic Color Discrimination				
Audio Arms				
Ability to Smell				

Working Conditions: Work is performed under the following conditions:

Majority of work is conducted outside in all types of weather conditions. Possible hazards include but are not limited to dust, noise, extreme heat and cold, to include slippery or uneven surfaces. Frequent interruptions to planned work activities occur. Position may require travel by car from the office to a work site.

Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____