



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAMPUS SECURITY MONITOR

BASIC FUNCTION:

Under the direction of an assigned administrator, patrol and supervise campus activities to assure the well-being and safety of students and staff in non-classroom activities; assure student compliance with school and District policies and regulations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Patrol and supervise assigned areas of campus, assuring students are safe, orderly, and within supervised areas; assure non-students on campus are authorized visitors; monitor lunch areas, walkways, restrooms and parking lots.

Enforce school and District rules, regulations and procedures; investigate and report unusual, suspicious or criminal activities; prevent or break up student conflicts and fights; inspect property for and report graffiti and vandalism; write referrals and detention slips as necessary.

Escort and direct authorized visitors to desired destinations; escort delinquent students to and from administration offices; retrieve students as requested by administrators.

Communicate with students, parents, administrators and staff concerning student behavior, attendance and assigned activities; report incidents involving students, personnel and the public to school and District administrators and local law enforcement agencies.

Operate and respond to calls on two-way radio; operate office equipment such as a copier, fax machine, computer and assigned software as assigned by the position.

Prepare and maintain various logs, records and reports related to daily activities, events and incidents.

Unlock and lock gates, hallway doors or bathrooms as assigned.

Administer basic first aid to students and staff as necessary.

May assist with student detention system reporting absences to administration.

Maintain regular and prompt attendance in the workplace.

Campus Security Monitor - Continued

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic methods of individual and group supervision.
- Basic interests, attitudes and emotional development of adolescents.
- Oral and written communication skills.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping and report preparation techniques.
- Basic first aid and CPR procedures.

ABILITY TO:

- Patrol and supervise campus activities to assure the well-being and safety of students and staff in non-classroom activities.
- Assure student compliance with school and District policies and regulations.
- Investigate occurrences of property damage and suspicious or criminal activity.
- Learn, interpret, apply and explain laws, rules and regulations.
- Learn District organization, operations, policies and objectives.
- Learn to operate a two-way radio and other assigned equipment.
- Prevent or break up student conflicts and fights.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Maintain routine records and prepare incident reports.
- Determine appropriate action within clearly defined guidelines.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.
- Administer first aid and CPR.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Completion of year at an accredited college or university with an emphasis in a social or behavioral science, or equivalent training and one year paid experience of supervision of students in a school or recreational program. Additional years of relevant experience may be substituted for the required education.

Campus Security Monitor - Continued

LICENSES OR CERTIFICATES:

- Valid First Aid card
- Cardiopulmonary Resuscitation (CPR) Certificate
- Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Lift and/or carry up to 40 lbs at waist height for short distances.
- Occasionally lift and/or carry up to 150 lbs at waist height for short distances.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally; grasp
- Push/pull up to 150 lbs for short distances.
- Standing and walking for extended periods of time.
- Seeing to monitor student activities.
- Dexterity of hands and fingers to operate assigned equipment.
- Physical agility and stamina.
- Running.

HAZARDS:

Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.

Contact with dissatisfied or abusive individuals.

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 38