

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Campus Safety Monitor - Secondary	Reports to:	Program Administrator/Supervisor
Job Category:	Student Support	Classification Unit:	Classified
Board Approval:	5/21/2020 7/27/2021 Range Adjustment	Current Salary Grade:	11
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of a Program Administrator/Supervisor, patrol and monitor campus activities to ensure the well-being and safety of students, staff and visitors in non-classroom activities; communicate information in response to inquiries; enforce school and District rules and regulations pertaining to student academic behavior and drug prevention.

ESSENTIAL FUNCTIONS:

- Patrol and monitor assigned areas of campus, ensuring students are safe, orderly, and within supervised areas; ensure non-students on campus are authorized visitors; monitor lunch areas, walkways, restrooms, parking lots, and adjacent areas.
- Enforce school and organizational rules, regulations and procedures; investigate and report unusual, suspicious or criminal activities; prevent or break-up student conflicts and fights; investigate and report instances of graffiti and vandalism.
- Inform students, personnel, and visitors of school and District policies and enforcement procedures and convey the potential consequences of violation.
- Escort and direct authorized visitors to desired destinations as needed; escort delinquent students to and from administration offices; retrieve students as requested by administrators; escort sick or injured students to office as necessary; deliver passes as needed.
- Prepare documentation related to assigned activities including incident and activity reports.
- Provide traffic and parking control and ensure efficient traffic flow and use of parking lots.
- Refer incidents to appropriate site personnel and follow-up in accordance with administrative guidelines.
- Respond to emergency situations including fights, injuries, incidents, and suspicious activities according to established procedures and address immediate safety concerns; administer basic first aid to students and staff as necessary.
- Perform clerical functions related to provide support to site administration including copying, filing, making calls, and answering phones.
- Assist with assembling and disassembling lunch line equipment and ~~as assigned~~; monitor students in lunch lines as assigned.
- Operate a variety of equipment related to assigned activities including a computer, assigned software, two-way radio, and golf cart; maintain golf cart in clean and operating condition.
- Unlock and lock gates, doors, and lockers as directed.
- Maintain assigned campus areas in a safe and orderly condition; report hazardous or dangerous situations on school property.
- Assist staff with various emergency drills according to established guidelines.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Basic methods of individual and group supervision.
- Basic interests, attitudes and emotional development of adolescents.
- Behavior modification and conflict resolution strategies and techniques.
- Organizational and school emergency procedures including fire drills, intruder on campus and others
- Oral and written communication skills.
- Health and safety regulations.
- Basic record-keeping techniques.

Ability to:

- Patrol and monitor campus activities to ensure the well-being and safety of students, staff, and visitors in non-classroom activities.
- Ensure student compliance with school and organizational policies, rules and regulations.
- Investigate occurrences of property damage and suspicious or criminal activity.
- Learn, interpret, apply and explain rules and regulations.
- Prevent or break up student conflicts and fights.
- Understand and follow oral and written instructions.
- Maintain routine records related to assigned activities.
- Determine appropriate action within clearly defined guidelines.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.
- Administer first aid and CPR.
- Operate a variety of job-related equipment including a computer, assigned software, two-way radio, and golf cart.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Job related experience.

Required licenses, certificates, continuing education, training and other requirements:

- N/A

DESIRABLE QUALIFICATIONS:

- N/A

WORKING CONDITIONS:

Environment: Indoor/Outdoor work environment. Seasonal heat and cold or adverse weather conditions.

Physical Demands: The physical demands described here are representative of those that must be met by
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an employee to successfully perform the essential functions of this job.

- Occasional lifting, carrying, pushing, and/or pulling.
- Some climbing and balancing.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 5% sitting, 65% walking, and 30% standing.

Hazards:

- Potential physical hazards involved in intervening in fights and other anti-social, illegal, and violent behavior.
- Contact with dissatisfied or abusive individuals.
- Potential exposure to blood borne pathogens, communicable diseases, and bodily fluids.

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice Fingerprint/Background Clearance.
- State Mandated Training
- TB Clearance
- Valid Adult/Child/Infant CPR/First Aid certificate

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.