



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>CAMPUS SAFETY ASSISTANT</u></b>	
<b>DEPARTMENT/SITE:</b> School Site	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit <b>SALARY RANGE:</b> 19 per 2021/2022 Schedule <b>WORK YEAR:</b> 11 Months (206 Days)
<b>REPORTS TO:</b> Principal	<b>FLSA:</b> Non-Exempt

**BASIC FUNCTION:**

Under the direction of the Principal, monitor campus activities to assure the well-being and safety of students, staff and visitors in non-classroom activities; assure student compliance with school and organizational rules and procedures. The incumbents in this classification assist in providing students with safety and security during, before, and after school which directly supports student learning.

**DISTINGUISHING CHARACTERISTICS:**

**Campus Safety Assistant** is the mid-level classification responsible for maintaining campus safety in accordance with District and site policies and procedures. **Campus Safety Lead** is the experienced-level classification in the series. Incumbents in this classification are expected to use independent judgment in handling campus security matters and may be assigned to a school site where they may provide guidance to **Campus Safety Assistants**. **Campus Aide** classification is the entry-level classification in the series. Incumbents are responsible for monitoring students' designated school areas during student breakfast, lunch, and recess periods.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Monitor 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, parking lots, and adjacent areas; assist students crossing busy streets and roads before and after school.

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; prepare student referrals as necessary.

Monitor student behavior and activity during passing periods, lunchtime, and after school.

Escort and direct authorized visitors to desired destinations; provide general information and assistance; escort students to and from classrooms and administration offices; retrieve students as requested by administrators; escort injured students to the office.

Communicate with students, administrators, faculty, and staff concerning student behavior and assigned activities; report incidents involving students, personnel, and the public to appropriate staff or

administrator; provide information to and assist police, probation officers, and sheriff's deputies as needed.

Utilize and respond to calls on two-way radio; drive a vehicle and/or golf cart to perform assigned activities.

Provide assistance to staff during emergency situations as necessary; administer basic first aid and CPR to students and staff as necessary. Unlock and lock gates, doors, and lockers as directed.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

### **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 techniques.

Basic first aid and CPR procedures.

#### **ABILITY TO:**

Supervise campus activities to assure the well-being and safety of students, staff, and visitors in non-classroom activities.

Assure 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.

Establish and maintain cooperative and effective working relationships with others.

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 and maintain current certifications.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and one year of working with youth in an organized setting and/or security guard experience is desirable.

### **LICENSES AND OTHER REQUIREMENTS:**

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and First Aid card is required. Maintain up-to-date certificates in CPR and first aid.

SB1626 and/or other mandated certification within six (6) months of hire.

Valid California driver's license.

Maintain qualification for automobile insurance coverage.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Indoor and outdoor environment.

Seasonal heat and cold or adverse weather conditions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Standing and walking for extended periods of time.  
Seeing to monitor student activities.  
Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate a vehicle.  
Regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 50 pounds with assistance.  
Bending at the waist, kneeling, or crouching to assist students.  
Running.  
Physical strength and agility to safely implement approved de-escalation and behavioral interventions, as needed

**HAZARDS:**

Potential physical hazards involved in intervening in fights and other anti-social, illegal, and violent behavior.  
Contact with dissatisfied or abusive individuals.

**CLEARANCES:**

Criminal Justice Fingerprint /Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: G.B. 9/22/92; P.C. 9/24/92; Reallocated (Ewing) 6/12  
5/22 Revised (EH&A / MGT Consulting) / PC & GB: 09/2022 Reallocated PC & GB: 09/2022