

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASS TITLE: CAMPUS SAFETY ASSISTANT**

**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.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

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.

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 and 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 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.

Maintain routine records related to student misconduct, accidents and 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.

**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 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 a certified Multimedia First Aid Card is required. Online certificates are not accepted. Maintain up-to-date certificates in first aid and CPR.  
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.

Physical agility and stamina.

Bending at the waist, kneeling or crouching to assist students.

Running.

Restrain students who become physically aggressive.

**HAZARDS:**

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

Contact with dissatisfied or abusive individuals.