



## CAMPUS SECURITY OFFICER

Classification: Campus Security Officer

Location: Assigned School(s)

Reports to: Principal or Principal Designee

FLSA Status: Non-Exempt

Employee Group: EHSA

This is a standard position description for positions with similar duties, responsibilities, classification, and compensation. Employees assigned to the position description may or may not perform all the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the district and the employee and is subject to change by the district as the district's needs and the position's requirements change.

### **Part I: Position Summary**

This position's responsibility is to assist schools in maintaining safe and orderly campuses that protect staff, students, and property while promoting an educational environment conducive to learning. Those in a floating role will support regularly assigned Campus Security Officers at district-selected secondary schools on a rotating basis; additionally, they will substitute for Campus Security Officers who may be absent or unavailable to perform their duties, typically with little to no notice.

### **Part II: Supervision and Controls over the Work**

Campus security personnel work under the direct supervision of the principal or principal designee. The principals or principal designees will evaluate campus security personnel with input from the district Safety and Security Director. The district Safety and Security Director serves as the CSO program manager, overseeing the duties, programs, training, and assignments of CSOs. Campus security personnel are responsible for being familiar with the school/district policies and procedures which govern their work.

### **Part III: Major Duties and Responsibilities**

Duties may include, but are not limited to:

1. Patrols the buildings and grounds during the school day and at school events. Observes student activity for substance abuse, theft, vandalism, or other illegal activities. When necessary, safely intervene or restrain students or non-students using properly trained "Right Response" techniques. Uses de-escalation techniques before resorting to physical techniques.
2. Maintains safety and security in school parking lots, not to include imposition of punitive measures that could lead to school discipline.



## CAMPUS SECURITY OFFICER

3. Observes students and visitors leaving and entering campus; prevents unauthorized access to school grounds by intruders; greets and assists authorized visitors.
4. Provides security services for student activities and events such as dances, graduation, concerts, sports, and other public meetings.
5. Refers to drug, alcohol, and tobacco incidents to proper law enforcement authorities and district administration for discipline and intervention and recovery program.
6. Completes and timely submits incident reports of criminal, security, and safety activity in a timely fashion to the supervisor and building principal or designee.
7. Maintains proficient skills in security techniques; attends and successfully completes mandatory training as directed by the district.
8. Gathers information on gang/criminal activities and forwards it to the appropriate district administrator and the Safety and Security Director.
9. Assist as directed with investigations; question suspects, witnesses, and victims of crimes; assist police with criminal investigations as needed; maintain confidential information as appropriate.
10. Works with local law enforcement and school district officials to ensure the safety of campuses and individual students. Provides information to staff and students concerning property protection and safety measures.
11. Maintains positive working relationships with outside agencies, students, and staff.
12. Serves as a member of the district security team.
13. Floaters support regularly assigned Campus Security Officers at district-selected secondary schools, rotating based on need.
14. Floaters substitute for regularly assigned Campus Security Officers who are absent or unable to perform their duties, typically with little to no advance notice.

Performs other duties as assigned.

### **Part IV: Minimum Qualifications**

1. Must have experience working or interacting successfully with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening the engagement of a diverse community and skill in communicating with a diverse population.
2. High School diploma or equivalent.



## CAMPUS SECURITY OFFICER

3. Two years of experience as a police officer, security officer, a closely related law-enforcement field, OR two years of youth intervention experience.
4. Valid first aid and CPR certification or ability to obtain within 30 days of hire.
5. Ability to maintain control of tense and potentially dangerous situations.
6. Ability to accurately assess emergencies and prioritize and coordinate responses.
7. Ability to respond calmly and quickly in dangerous situations.
8. Ability to remain calm under pressure.
9. Ability to operate two-way radios and other electronic communication devices like smartphones.
10. Ability to accurately document activities and occurrences.
11. Ability to communicate security and safety procedures to district staff and students.
12. Ability to coordinate district response to national, natural, or catastrophic emergencies.
13. Ability to evaluate, control, investigate, and secure crime/fire scenes before the arrival of law enforcement/fire department.
14. Ability to establish and maintain strong and effective working relationships with staff, students, the public, law enforcement, and fire department personnel warmly and confidently.

### **Part V: Desired Qualifications**

1. De-escalation training and experience.
2. Training or experience as a Washington State K-12 security officer.
3. Training or experience in drug/alcohol abuse awareness, prevention, and control.

### **Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear, and speak. Employees may be required to perform work at a computer display terminal. The employee must lift and move 30 pounds and may assist or move students with more significant weight when required to intervene in student safety issues.

| <b>Physical requirements</b>         | <b>Never</b> | <b>Seldom</b><br>1-10%<br>0-1 hour | <b>Occasional</b><br>11-33%<br>1-3 hours | <b>Frequent</b><br>34-66%<br>3-6 hours | <b>Constant</b><br>67-100%<br>(Not restricted) |
|--------------------------------------|--------------|------------------------------------|--|--|--|
| Sit                                  |              |                                    | X  |  |  |
| Stand / Walk                         |              |                                    |  | X                                      |  |
| Perform work from ladder             | X            |                                    |  |  |  |
| Climb ladder                         | X            |                                    |  |  |  |
| Climb stairs                         |              |                                    | X  |  |  |
| Twist                                |              |                                    | X  |  |  |
| Bend / Stoop                         |              | X                                  |  |  |  |
| Squat / Kneel                        |              | X                                  |  |  |  |
| Crawl                                |              | X                                  |  |  |  |
| Reach Left, Right, Both              |              |                                    | X  |  |  |
| Work above shoulders L, R, B         |              | X                                  |  |  |  |
| Keyboard L, R, B                     |              | X                                  |  |  |  |
| Wrist (flexion/extension) L, R, B    |              | X                                  |  |  |  |
| Grasp (forceful) L, R, B             |              | X                                  |  |  |  |
| Fine manipulation L, R, B            |              | X                                  |  |  |  |
| Operate foot controls L, R, B        |              | X                                  |  |  |  |
| Vibratory tasks; high impact L, R, B | X            |                                    |  |  |  |
| Vibratory tasks; low impact L, R, B  | X            |                                    |  |  |  |
| <b>Lifting / Pushing</b>             | <b>Never</b> | <b>Seldom</b>                      | <b>Occas.</b>                            | <b>Frequent</b>                        | <b>Constant</b>                                |
| Lift L, R, B                         | lbs          | 0- 30lbs.                          | 0-5lbs.                                  | lbs                                    | lbs  |
| Carry L, R, B                        | lbs          | 0- 30lbs.                          | 0-5lbs                                   | lbs                                    | lbs  |
| Push / Pull L, R, B                  | lbs          | 0-30lbs                            | 0-10lbs                                  | lbs                                    | lbs  |

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and humid conditions, fumes, airborne particles, and toxic or caustic chemicals. The individual may be expected to be exposed to blood or other potentially infectious materials during their duties.

The employee may be exposed to infectious diseases carried by students, student noise, and learning resource noise levels. The employee may be required to travel on school-owned or leased vehicles while supervising and assisting students. The employee is required to properly use such safety equipment as is appropriate to the work to prevent injury to self or others. The individual may be expected to be exposed to blood or other potentially infectious materials or illnesses during their duties.

**Testing Requirements:** Pre-Employment/Post-Offer Physical Capacity Testing Required