



Manhattan Beach
Unified School District

CAMPUS SECURITY STAFF

Department/Division:	Operations and Related Classes
Reports To:	Site Administrator
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	July 9 , 2014
Date Approved by Personnel Commission:	December 2, 2014
Date Adopted by Board:	January 21, 2015
Salary Range:	Range 9

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of the site administrator or assigned administrator, maintains and promotes a safe and secure environment for staff, students, visitors and property on a secondary school campus; enforces District rules and regulations related to the use of facilities, buildings and grounds; patrols campus buildings, locker rooms, fields, grounds, and parking areas to enforce school rules; provides a preventative presence and facilitates communications between students and school staff to enhance understanding and promote a safe and secure environment. General direction, supervision, and evaluation are provided by an assigned site administrator.

DISTINGUISHING CHARACTERISTICS

The Campus Security Staff position is the first in a two-level career path encompassing school campus security and promoting positive student behaviors. The incumbent must be current in security techniques, safety and school rules. Campus Security Staff must work cooperatively and productively with a diverse population of internal and external staff, students, visitors, and community members. Campus security assigned to the boys' locker room will be a male employee; campus security assigned to the girls' locker room will be a female employee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Communicates on a daily basis with the Campus Security Lead; maintains constant radio communication
- Monitors student conduct to attempt to prevent vandalism, theft and other illegal activities and promote a safe and secure environment

- Supervises and monitors all student activities before, during and after school including athletic and co-curricular events, snack and lunch time activities
- Observes student behavior, recognizing potential for physical confrontations or violence; mediates to prevent violence; detains and escorts students to the appropriate administrator when necessary
- Performs patrol of school buildings, including locker room facilities, grounds, and parking areas to maintain order and safety, and provide a preventative presence to attempt to prevent illegal acts
- Checks and secures doors, rooms and buildings and safeguard equipment; opens and closes campus gates, locker rooms, lockers and classrooms as needed; inspects for vandalism, illegal entry, theft and fire
- Insures safe and secure locker room facilities; assists in the management of student lockers, reports misuse of; assures that non-authorized students are kept out of locker area
- Patrols campus on foot (including parking lots) to check for unauthorized persons, including students, and unsecured facilities, to prevent disruptive activities, property damage, and theft
- Provides appropriate leadership for students to earn their respect and cooperation in following directions and school rules; works with students to enhance positive behavior; assists in providing s support network for students
- Facilitates communication between and among students, school and District officials and staff, parents, and law enforcement personnel to enhance understanding and promote a safe and secure environment
- Reports details of all accidents of any kind to a site administrator or school office manager in order that a complete accident report will be prepared according to District regulations; knows and follows the established procedures in case of accidents or injuries
- Responds to emergencies or contacts emergency agencies according to established guidelines; renders first aid in an emergency
- Confers with a wide variety of individuals concerning student conduct; assists students with special needs; intervenes when pupils do not comply with school rules, in accordance with site administrator/teacher direction, e.g., through conflict resolution techniques, loss of privileges, or referral; responds to teacher request for assistance in the classroom
- Observes and checks students or visitors who appear to be loitering and are out of class and determines appropriate action; identifies students in violation of school rules and regulations including attendance issues, possession of controlled substances, alcohol, weapons and takes appropriate action
- Observes and reports hazards or activities which might endanger students or personnel
- Assists site administrator(s) to conduct searches according to established District procedures; assists site administration, other campus security staff and law enforcement personnel in investigation and apprehension of persons committing rule or law violations
- Confers with site administration, staff, students and law enforcement on security issues; identifies threats and problem areas; adjusts routes/times as necessary
- Performs a variety of routine clerical work involving recordkeeping, telephone and preparing reports involving student referrals, crimes or incidents and accidents; writes clear and concise reports of incidents
- Remains current in security techniques, safety and school rules
- Perform related work as assigned

QUALIFICATIONS

Knowledge of:

- Crisis prevention and intervention skills
- District organization and school rules related to student behavior, school security, access and conduct on school grounds
- Basic law enforcement, surveillance, security and safety procedures
- Crowd control and vehicle control procedures and intervention techniques
- Investigative techniques and reporting procedures
- Record keeping techniques; basic math skills; sufficient writing skills to prepare incident reports
- Principles of radio voice communications
- Operate standard office equipment, including a computer and assigned software, and iPads, preferred.
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills in English
- Behavior, needs and characteristics of adolescents
- Behavior management strategies and techniques including conflict resolution
- Sufficient interpersonal skills to deal with normal and possible confrontational situations, influence, student behavior, to facilitate group discussions among students, to work with students from diverse cultures and backgrounds, and to assist with counseling; interpersonal skills using tact, patience and courtesy
- CPR/First Aid preferred
- AED (Automatic Electronic Defibrillator) machine usage preferred

Ability to:

- Perform all essential duties of the position with general supervision at an assigned school site or other District facility
- Learn, interpret, explain, and apply District rules, regulations, policies, and procedures governing student behavior on school properties
- Work independently and collaboratively with limited supervision; respond to emergencies
- Assess situations, interpret student behavior, and apply appropriate measures to enforce school regulations
- Use good judgment when intervening in student behavior; be a positive role model to students
- Remain calm and objective in stressful and dangerous situations; respond appropriately to emergencies
- Recognize illegal activities, controlled substances and weapons
- Remember names, faces, behavior patterns and retain facts
- Recognize potentially dangerous situations and alert site administrator(s)
- Conform to uniform code or dress standard
- Establish and maintain effective working relationships with students, staff, parents, law enforcement agencies and the community
- Speak clearly and communicate tactfully and respectfully with students, faculty, staff and community
- Understand and carry out oral and written instructions in English; write reports in English
- Ability to speak, read, and write in English

- Be flexible and adapt positively to change
- Handle student problems with patience and tact; use positive reinforcement to help build students' self-esteem; maintain confidentiality
- Use appropriate defense measures to protect self or others in adverse situations
- Prepare descriptive reports and maintain records of problems or situations requiring intervention
- Operate a basic 2-way radio
- Work nights, weekends and holidays as necessary
- Perform CPR and simple first aid
- Use AED (Automatic Electronic Defibrillator) machine appropriately
- Operate a vehicle observing legal and defensive driving practices
- Establish and maintain cooperative and effective working relationships with others

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent, required. Additional coursework or training in psychology, criminal justice, and education for the adolescent and special needs students, preferred. Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. Prior campus supervision or experience in security work, law enforcement or closely related field is desirable.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

Valid California C Driver's license throughout employment in a position in this classification
Possession of valid First Aid and CPR certificates(Training provided by MBUSD within five (5) months following date of hire)

Attend blood-borne pathogen training

Attend Automatic Electronic Defibrillator (AED) machine training (Training provided by MBUSD within five (5) months following date of hire)

Certificate of completion of a 24-hour "School Security Guard Training" in accordance with Education Code 38001.5

Maintain current required licenses and certificates

Ability to speak Spanish, preferred

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate a 2-way radio, objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on an occasional basis, objects which weigh as much as 75 pounds or more. The employee is regularly required to stand or walk for extended periods of time, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, and crouch,

climb stairs, and ramps of one or more stories above the ground. Employee must be able to run to respond to emergency situations. The employee is regularly required to hear and speak to exchange information in a proficient manner; distinguish strong odors which may warn of equipment malfunction or danger. The employee must be able to drive a vehicle.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

MENTAL DEMANDS

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to listen, to write, to read directions, product labels, printed material, instructions and safety information, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and follow a schedule. The employee will occasionally deal with dissatisfied or quarrelsome individuals, including students and parents, intervene in fights and confrontations, and other emergency situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an indoor environment, including damp or wet areas, and regularly in an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are occasionally subject to exposure to hazardous materials, fumes, and dust; exposure to minor contagious illnesses, blood and other bodily fluids and possible exposure to blood borne pathogens; working around and with equipment having moving parts; performing physical labor. The noise level is usually moderate, but occasionally loud.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.