

**NORTH KITSAP SCHOOL DISTRICT
JOB DESCRIPTION**

CAMPUS SECURITY

PRIMARY PURPOSE:

The purpose of this position is to monitor student behavior during passing times, lunchroom, and after school detention.

ESSENTIAL JOB DUTIES:

1. Patrols school premises, including halls, locker rooms, and parking lots, maintaining high visibility in the assigned areas in accordance with current threat levels and as requested by the assistant principal.
2. Informs students about school rules, school district policy, and pertinent laws on drug and alcohol abuse; exercises fairness and consistency in referring rule violators to the assistant principal; promotes prescribed standards of conduct and behavior.
3. Responds to emergencies and other security and law enforcement concerns; reports and detains unauthorized persons in accordance with public laws and established district/school procedures; supervises student parking areas, enforcing traffic laws and parking regulations; assesses situations to determine if activities might result in student misconduct and/or injury and takes appropriate steps based on established policies and procedures; assists in exiting students during emergencies.
4. Assists in investigating incidents of misconduct and/or property damage; assists building administrators in conducting searches as requested; makes court appearances as needed.
5. Assists in promoting positive school relations with students, parents, district staff, youth serving agencies, law enforcement, and other emergency agencies.
6. Writes referrals for violations of district policy and procedures and/or student handbook, including truancy, being off-campus, theft, vandalism, prohibited substances, and other offenses; maintains required records of observed student behavior/activities and actions taken.

OTHER JOB DUTIES:

1. Assists in providing support for attendance related issues; assists in monitoring lunchroom.
2. Provides minor vehicle assistance such as jump-starting cars and opening locked cars.
3. Assists in providing first aid to students; administers minor discipline in accordance with district/school policies and practices.
4. Performs related duties consistent with the scope of the position as described.

WORKING RELATIONSHIPS:

Works under the direction of the building assistant principal. Interacts daily with students, school staff, and outside agencies.

WORKING CONDITIONS

Daily work is performed both indoors and outdoors. The employee may be exposed to inclement weather and infectious diseases.

QUALIFICATIONS:

Knowledge, Skills, and Abilities

1. Knowledge of juvenile codes and WACs relating to public schools is desirable.
2. Knowledge of first aid and proper procedures for dealing with injured or ill students.
3. Ability to: communicate effectively with high school students.
4. Discipline misbehaving students fairly and appropriately.
5. Gain respect from students.
6. Assess and diffuse tense situations.
7. Establish and maintain effective working relationships with students and staff.
8. Demonstrate patience, understanding, and a sense of humor.
9. Effective skills for working with high school-aged students.

Education and Experience

Graduation from high school or equivalent; two years experience in law enforcement or security related field preferred; experience or training in conflict resolution and mediation; or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work.

Licensing and Certification

Valid Washington State driver’s license.
First aid training required upon employment.

EVALUATION:

Work performance will be evaluated in accordance with board policy and the collective bargaining agreement.

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| <u>Union Affiliation/Classification</u> | <u>FLSA Status</u> | <u>Wage Range</u> | <u>Job History</u> |
| PSE/Para | Non-exempt | PSE | Created: 8/07 |

This job description is not an employment agreement or contract. District administration has the exclusive right to alter this job description at any time giving consideration to bargaining comment. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.