

TITLE: Campus Security Monitor

DEPARTMENT: High School Education

REPORTS TO: Building Administrator

POSITION SUMMARY: Under the direction of a building administrator, maintain order and security in a high school setting. This position requires knowledge of District Regulations and Procedures, the ability to assume responsibility and work effectively and independently under pressure, and maintain confidentiality in order to primarily support student compliance with school and district policies regarding campus behavior.

ESSENTIAL FUNCTIONS:

Communication and Reporting

- Identify and evaluate security-related matters or situations which may disrupt normal school operations or which may have a detrimental effect on school or district operations
- Report security-related matters or situations to immediate supervisor and to school administrators; may work with other District staff or community agencies in dealing with such matters or situations as appropriate
- Seek support from students and student body for assuming responsibility in maintaining standards of conduct and behavior as prescribed in District Regulations
- Maintain contact with school administrative and custodial staff to ensure coordination of security operations
- Perform front-line responsibilities for safety/security issues, such as lock downs, bomb threats, and evacuations in conjunction with school administrators. Follow building safety procedures for clearing building during drills and safety breaches, such as bomb threats, etc.
- Prepare, submit and maintain physical and electronic documentation, records, and reports as needed, including assisting with Rapid Responder as directed by school administrators, incidents, and disciplinary actions
- Monitor and maintain school radios and inventory and facilitate radio checks internally and with District staff
- Manage Campus Emergency Container(s) and provide update to the supervising administrators
- Monitor security maintenance, including doors, locks, and fences, reporting maintenance as necessary
- Assist with building key inventory, distribution, and maintenance
- Serve court papers from District to students/families
- Participate in conveyance of safety/security procedures to students, staff, volunteers, and community members

Campus Supervision

- Assist building administrators to intervene with unauthorized visitors' access of the facility and grounds of assigned schools. Report unauthorized visitors to administrator.
- Physically and electronically monitor the facility and grounds of campus throughout the school day in order to intervene with students, guests, community members, threats, wildlife, etc. as appropriate.
- Patrol school facilities and grounds during school hours for the purpose of personnel and property protection.
- Supervise student and staff use of school parking lots including sale and tracking of parking permits, issuance of parking citations, and collections of parking fines.
- Assist with emergency situations on school grounds in order to intervene on behalf of student safety
- Facilitate parking for events during school hours and functions
- Intervene with disorderly students, visitors, or community members including in the LRC 2 classrooms
- In conjunction with school administrator, determine if situation warrants a student search, and then conduct searches of students' property or District property as appropriate
- Investigate and record disturbances. Refer to administrator for further investigation and for record-keeping purpose, as appropriate
- Monitor Cameras for and receive calls from Building or District Administrators outside of school hours and work with emergency responders as appropriate. Hours are reviewed annually.
- Assist administrators in securing the facility at the end and opening of the school year
- Provide assistance to law enforcement officers and other public service agency representatives who are participating in the apprehension of student violators, as needed or as requested.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: High school diploma. Higher education in law enforcement or security related field strongly preferred.

EXPERIENCE: One or more years of work experience as a police officer or security officer preferred. Further, the individual will possess the:

- Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously;
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner;
- Ability to work with a diversity of individuals and groups;
- Ability to research, analyze and interpret data, rules and regulations, codes, statutes, and laws; and
- Ability to exercise independent decision making abilities and make decisions within parameters established with his/her supervisor, organize and manage multiple time sensitive tasks, and support resolution of difficult and/or delicate applicant and employee issues.

CERTIFICATES AND LICENSES: Current certification for Right Response Secured Training, First Aid/CPR/AED, or be willing to be trained within first three (3) months of employment. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

REQUIRED TESTING: Pre-employment Proficiency Test

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position and to maintain certification

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date