

# Southern Kern Unified School District

## Position Description

Position Title: **Lead Campus Safety Officer**  
Department: School Campus  
Reports To: School Principal

**SUMMARY:** Under supervision of site Administrator, assist in maintaining a safe and orderly site environment by monitoring school parking lots, campus buildings, and grounds to insure that students are in class to discourage unauthorized visitors and or loitering on campus. Will maintain supervision of any safety personnel assigned to the campus.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *Other duties may be assigned.*

- Plans, supervises campus safety personnel assigned
- Monitors and checks for unauthorized non-students or adults on campus
- Monitors and ensures compliance with school and district rules, regulations, and policies for the safety and security of students, staff and property
- Monitors passes of students leaving campus, recording and referring students who leave without proper authorization to the site administration
- Keeps students out of unauthorized areas or from loitering in the parking lots and/or on grounds
- Supervise behavior of students in restrooms and lunch areas
- Spot trouble areas and report any unusual activity or behavior immediately to the site administrator
- Report vandalism
- Provide assistance to sheriff's deputies and/or probation officers
- Provide information and assistance to staff, visitors, and students
- Intervenes in occurrences that threaten the safety of students and staff
- Maintains an environment conducive to educational pursuits
- Assists in the adaptation of school policies as they relate to school safety and order
- Keeps informed of all legal requirements governing campus safety
- Assists in planning staff in-service training activities
- Perform related duties as assigned

**SUPERVISORY RESPONSIBILITIES:**

- Supervise assistant campus safety officer's that are assigned
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Supervise the student's conduct on the school grounds

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

- High School Diploma with Associates Degree Preferred
- A combination of education, training, and/or experience which demonstrates ability to perform required duties
- Security experience preferred
- Experience in a public school setting preferred

### **LANGUAGE SKILLS:**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals

### **MATHEMATICAL SKILLS:**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume
- Ability to apply concepts of basic algebra and geometry

### **REASONING ABILITY:**

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical and diagram form and deal with several abstract and concrete variables

### **OTHER SKILLS and ABILITIES:**

- Ability to monitor the behavior and activities of students in a variety of situations
- Ability to encourage a positive student approach to learning of self-responsibility and discipline
- Demonstrated leadership ability and general knowledge of issues and problems in campus safety
- Ability to establish and maintain effective working relationships with students, staff and the community
- Ability to understand and follow oral and written directions
- Ability to work independently
- Ability to tolerate occasional aggressive and verbal behavior without overreacting
- Ability to communicate clearly and concisely both in oral and written form
- Ability to perform duties with awareness of all district requirements and Board of Education policies

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

While performing the duties of this job, the employee is frequently required to perform a rigorous work schedule which includes the ability to walk extensively throughout the day, to move rapidly if a situation requires it, and to bend or stoop as necessary.. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is responsible for safety, well-being, and work output of others.

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

The noise level in the work environment is usually quiet. The noise level in this position varies. When visiting a building, the noise level will be loud, in the office quiet and at meetings moderate. Outdoor areas are subject to adverse weather conditions.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*