



JOB DESCRIPTION

<u>Title:</u>	Campus Security
<u>FLSA Status:</u>	Nonexempt
<u>Reports to:</u>	Business Manager
<u>Compensation:</u>	\$22.03/hr.
<u>FTE:</u>	Full Time
<u>AM Schedule:</u>	7:00 AM – 3:30 PM
<u>PM Schedule:</u>	3:00 PM – 11:30 PM
<u>Benefits:</u>	Medical, Dental, Vision, Life Insurance, FSA, and Free Childcare

ABOUT ESCUELA POPULAR:

Escuela Popular (EP) began as a community-based grassroots school to address a growing need for English instruction in East San Jose and as a consequence, has been providing educational services since 1986. Within the first year of its operations, the demand for learning and schooling grew rapidly and EP continued to expand in numbers of students, classes, and services to meet the growing needs. EP currently has 3 academies; K-8th grade Dual Language Academy, 9-12th Grade Youth Academy, and 9-12th Grade Adult in the PM and AM academy. Our school is open from 7 AM to 11 PM.

POSITION SUMMARY:

Under general direction, the Campus Security is responsible for ensuring that students and staff have a safe and secure place for learning and working. The Campus Security works collaboratively with the other Campus Security and school personnel to foster an optimal learning environment. Campus Security acts as a deterrent to unsafe or poor behavior by patrolling the campus, monitoring student behavior, enforcing school policies and code of conduct, intervening in physical encounters, monitoring visitors, reporting unsafe or unhealthy conditions, and assisting in the maintenance of facility safety and security. The Campus Security possesses effective communication skills and enjoys working in educational settings with students of traditional age as well as adults. The Campus Security may work some weekends, recognizes the importance of safety in the workplace, follows safety rules, practices safe work habits, utilizes appropriate safety equipment, and reports unsafe conditions in a timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to the following:

- Maintains the safety and security of the campus and community, fostering an optimal learning environment, and acts as a deterrent to unsafe and unsecure behavior by providing high visibility throughout the campus.
- Promotes positive relationships with and among students and staff.
- Conducts campus sweeps after every passing period.



- Guides students who are out of class without a hall pass to their respective class and report to the administrator.
- Takes body headcount daily and reports to the administrator.
- Provides classroom security during an emergency in the absence of teachers as needed.
- Maintains confidentiality in relation to student information systems.
- Patrols school perimeter, buildings, parking lots, and grounds to prevent vandalism and theft; notifies administration of unusual activities or problems.
- Monitors and enforces student and staff parking regulations.
- Walks and surveys hallways, classrooms, common areas, grounds, and parking lots.
- Monitors students during a break (i.e. breakfast/snack/lunch/dinner hour).
- Enforces safe school policies regarding weapons, tobacco, illegal substances, student parking, dress code, etc.
- Intervenes in verbal and physical encounters among the student and/or visitors.
- Defuses hostile situations and uses preventative measures.
- Reports student infractions and provides written accounts of unacceptable behavior/incidents to administrators.
- Reports unsafe conditions and potential health and safety hazards to administrators and Facilities.
- Assists Facilities with set-up and break-down of equipment and furniture during school events.
- Assists Facilities with the assembling of equipment and furniture.
- Assists Facilities with annual cleaning and maintenance of the facility.
- Assists visitors and checks for visitor passes. Escort unauthorized visitors off-campus.
- Assists administrators in the investigation of illegal activity within the school.
- Provides security at school events and other extracurricular activities outside of school hours including, weekends, evenings, and nights.
- Assists administrators, staff, and students during crisis situations, including fire drills, earthquake drills, weapons control, bomb threats, and lockdowns.
- Ensures proper opening (unlocking gates, disarming the alarm, etc.) and closure (locking gates, classrooms, arming, etc.) of school facilities including Alum Rock Youth Center.
- Participates in various activities (e.g. staff meetings, safety and training, professional development, etc.) for the purpose of receiving and conveying information.
- Proactively collaborates and communicates with nearby local schools and city safety liaisons to be aware of any safety concerns.
- Assumes additional responsibilities and tasks as determined by the supervisor.
- Punch and approve for all hours worked in the school's information system, Paylocity.

Other:

- May attend and/or participate in school and community events as necessary with supervisor's approval.



- Performs other duties as assigned.
- Participates in mandatory all-staff meetings.

REQUIRED EDUCATION, EXPERIENCE, AND TRAINING

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying.

- High School Diploma or equivalent. (Required)
- Minimum of one (1) year of school campus security experience. (Highly Preferred)
- Bilingual in English and Spanish. (Required)
- CPR Certification. (Required)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Computers, computer commands, peripherals, and various operating systems.
- Variety of computer software programs, including Microsoft Word, Excel, PowerPoint, Google suite, and databases.
- Basic mathematical calculations.
- Methods of collecting and organizing materials, data, and information.
- Correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary.
- Read a variety of manuals, write documents following prescribed formats, and present information to others.
- Office practices and procedures that involve the operation of standard office equipment such as a computer, copier, fax, associated equipment, etc.
- Applicable laws, rules, and regulations.
- Inventory practices and procedures.
- Time management with proven ability to meet deadlines.
- Management skills.
- Strong written and interpersonal communication skills.
- Problem solving and critical thinking skills.
- School policies, procedures, and regulations.
- Conflict resolution skills.
- School policies and practices with regard to person and property safety, visitors on campus, and student code of conduct and discipline.
- Understanding of Master Class Schedules, Bell Schedules, and school and student calendars.
- Student body, their needs, and behaviors.
- Effective interpersonal and customer service skills.
- Proper attire to safely perform work duties.
- Proper building security and locking procedures.
- Problems associated with establishing and maintaining positive relationships with adolescents and adults.



Ability to:

- Use independent judgment in the exercise of daily responsibilities.
- Work with a high degree of accuracy and maintain detailed and accurate records.
- Troubleshoot hardware and software problems as and/or if needed.
- Exercise independent judgment in correcting errors or omissions.
- Handle multiple tasks and priorities.
- Work effectively under deadlines and pressure.
- Adjust quickly and well with changes.
- Execute and manage projects requiring significant attention to detail.
- Be a team player, leader, and open-minded.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work and build strong working relationships.
- Learn, interpret, apply, and explain laws, rules, regulations, policies, and procedures.
- Prepare and maintain a variety of manual and automated records, reports, and files.
- Work independently with little direction.
- Communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Maintain a firm but a courteous attitude toward individuals.
- Communicate effectively with school personnel, parents, and students while complying with the confidentiality requirements in local, state, and federal policies and status.
- Act with integrity, professionalism, models school standards of ethics, and maintain strict confidentiality of student or staff information.
- Work in an atmosphere where interruptions occur frequently and priorities are often modified.
- Understand and follow specific instructions and procedures.
- Demonstrate a willingness to offer and receive suggestions/feedback.
- Use diplomacy with students, parents, staff, and the public.
- Demonstrate an awareness of the social-economic and ethnic makeup of the community.
- Promote community responsibility among students.
- Learn and apply the correct restraint of a student who may be a physical threat to himself/herself or others if CPI certified.
- Implement verbal de-escalation and preventive measures.
- Report to work on a regular and punctual basis.
- Understand, follow, and enforce safety codes, regulations, and procedures.
- Recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Walk for prolonged periods
- Lift a minimum of 60 pounds.
- Analyze situations accurately and adopt an effective course of action.
- Assist in yard duty supervision when needed.



Each of these essential tasks must be performed individually and unassisted by other persons, since this position requires the ability to work alone.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties. Potential hazards include contact with dissatisfied or abusive individuals.

Generally, the job requires **5%** sitting, **30%** walking, and **65%** standing. Sufficient strength, stamina, physical ability and mobility to maintain rigorous work schedule requiring continuous physical exertion by performing manual labor including lift, carry, push and/or pull or otherwise move moderately heavy to heavy loads up to 60 pounds.

Never: 0%

Seldom: 1% - 10% (less than 45 minutes)

Occasionally: 11% - 33% (up to 3.0 hours)

Frequently: 34% - 66% (up to 6 hours)

Continuously: 67% - 100% (greater than 6 hours)

WORK ENVIRONMENT

This position will include indoor and outdoor work (classroom, offices, cafeteria, eating area, common area, auditorium, playground(s), restroom(s), stairs if applicable, roof(s) and parking lot(s)) and/or shop environment including confined spaces with the following possible exposures: dust; wind; sun; insects; chemicals including hazardous chemicals, solvents and oil; fumes from chemicals and odors; grease; bloodborne pathogens and biohazardous waste; variances in temperature; variances in weather conditions (snow, rain, sleet, etc.); electrically and mechanically operated equipment with moving parts; noise which can range from quiet to loud at any given time; playground projectiles such as baseballs, footballs, basketballs, etc.; intervening physically to stop conflicts between angry or emotionally upset students; and dealing with students, parents, employees and the general public who may exhibit unpredictable or anti-social behavior.

Right to Revise:

This job description is not meant to be all-inclusive and the school reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.