



Alpine Union School District

Equal Employment Opportunity

CLASSIFIED
Job Class Description
4270.55

CAMPUS SAFETY SPECIALIST (CSS)

DIVISION: Student Services

REPORTS TO: Site Principal and or designee

SALARY SCHEDULE: CLASSIFIED

SALARY SCHEDULE: RANGE 16

DATES CURRENT JOB DESCRIPTION APPROVED:

Board of Trustees effective: 11/09/22

PURPOSE:

The Campus Safety Specialist (CSS) is the first in a career path encompassing school campus security and promoting positive student behaviors. The CSS provides a preventative presence and facilitates communications among students and school staff in classrooms and on campus environments that enhances learning, understanding, and promotes a safe and secure environment. The CSS actively participates in the behavior modification of at-risk individuals and groups as an extension of the Student Services office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

Classroom Duties and Responsibilities:

- Works with individual students to enhance positive behavior
- With guidance from Student Service staff may monitor behavior goals for students by periodically checking progress, receiving and providing feedback
- Monitors the activities of students assigned to in-school detention, maintaining positive behavior and conferring with students who have excessive referrals
- Provides feedback to administrators and teachers on student conduct, behavior, and performance, and documents student files

- Confers with a wide variety of individuals concerning student conduct, assisting students in need, and handling conflicting resolutions and other matters
- Monitors student conduct to attempt to prevent vandalism, theft and other illegal activities
- Responds to teacher requests for assistance in the classroom
- Identifies students in violation of school rules and regulations including attendance issues, possession of controlled substances, and weapons, and takes appropriate action
- Assists with investigations related to school infractions, including interviewing suspects, victims, and witnesses
- Performs other duties as assigned that support the overall objective of the position

Campus Environment Duties and Responsibilities:

- Performs patrol of school buildings, grounds, parking areas, and when directed by site administration, off-campus areas influenced by the school campus, to maintain order and safety, and provide a preventative presence to attempt to prevent illegal acts or behaviors that are inconsistent with school policy
- Supervises students during play periods, lunch periods, and before and after school to maintain order and ensure safe conduct
- Assists in providing a safe and fun experience during recess and lunch times, both outdoors and indoors, and monitors student behaviors to avert bullying and promote positive interactions among students
- Moves/Walks continuously and alertly while supervising assigned areas to assure students are safe and positively engaged in various approved play and meal activities. Escorts students to ensure student safety
- Follows established procedures in case of accidents, injuries, or emergencies and during fire drills
- Performs other duties as assigned that support the overall objective of the position
- Serves as a member of the threat assessment team
- Assists with the development, maintenance, and implementation of comprehensive site safety plans

QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

KNOWLEDGE OF:

- Student behaviors and social/emotional states typical for the age group
- School rules and regulations

ABILITY TO:

- Understand and follow written and oral instruction
- Apply various strategies and techniques to promote positive student interactions and observance of school rules
- Work alone in situations requiring firm and fair dealings with students or campus visitors
- Patrol Monitor assigned areas and supervise students at play and at lunch

- Establish and maintain effective working relationships with students, staff and the community
- Demonstrate respect for and establish rapport with students to facilitate encouraging them to adhere to site rules of behavior on the playground and at lunch
- Enjoy interacting with students and exhibit flexibility, patience and positive role modeling
- Communicate effectively, professionally and respectfully with a diversity of individuals and/or groups
- Follow department and District policies and procedures

EDUCATION/EXPERIENCE AND OTHER QUALIFICATIONS:

Training and Experience:

- The position requires a minimum of an AA degree or passage of district administered test
- Minimum of two years of experience in a position directly related to school safety, student supervision, working with at-risk youth or law enforcement. Additional education may substitute for some experience
- One year of security experience or specialized, successful training in security, safety, and behavior intervention
- Job-related experience working with children in an educational setting is highly desired

Licenses:

Valid California Driver's License
DOJ Fingerprint Clearance

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodation.)

- Good physical condition as determined by pre-employment inquiries and medical examination
- Work setting is both indoors and outdoors, subject to some extremes of heat or cold with seasonal weather changes
- Most of the shift requires constantly walking and standing
- Occasionally required to reach with hands and arms, or balance, stoop kneel and crouch
- Occasionally lift, push, pull items such as playground equipment, balls, pumps, etc.