

## **LAYTONVILLE UNIFIED SCHOOL DISTRICT CAMPUS SAFETY SUPPORT**

**DEFINITION:** Under the general direction of the Principal, assists in the enforcement of school rules and the maintenance of public safety, specifically in non-classroom settings such as the fields, grounds, hallways and areas adjacent to the schools, and off campus during the lunch hour, and reports on the school environment as it relates to student discipline and safety.

### **EXAMPLE OF DUTIES:**

- Monitors areas adjacent to the campus and off campus during the lunch hour. **(E)**
- Monitors and assists students with lockers. **(E)**
- Participates as the second person in the search of a student or student locker. **(E)**
- Completes student referral forms, incident reports and provides information to police. **(E)**
- Monitors the maintenance of a clean campus; reports unsafe or damaged facilities. **(E)**
- Intervenes when student safety is at risk or to avert potentially dangerous student interactions. **(E)**
- Administers first aid or CPR. **(E)**
- Monitors student conduct within school buildings and grounds.
- Monitors detention facilities and student community service work.
- Checks passes and late slips; monitors students who are out of their assigned areas; monitors parking areas and student driving infractions.
- Reports suspicious or unusual behavior or persons in or around the schools.
- Monitors and directs visitors to the school office.
- Monitors student attendance & tardy patterns & reports such to principal and parents as requested.
- Works with radio communications to monitor schools and adjacent areas.
- Makes phone calls as assigned.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Education equivalent to graduation from high school.
- The desire to help young people overcome their problems and to be successful at school.
- Ability to communicate clearly and effectively with students, parents and staff
- Ability to provide a “safe haven” for students while enforcing school rules and expectations.
- Ability to clearly and succinctly record events and information for reports.
- Ability to monitor and supervise individuals and groups of students.
- Ability to remain calm and composed during tense or emergency or injury related situations.
- Ability to follow oral and written instructions and to maintain schedules.
- Ability to maintain confidentiality.
- Holds current first aid card and CPR certification.
- Ability to seek advice, direction and additional resources from supervisors in emergency situations such as serious injury or illness, suspected child abuse or suicidal comments.

**DESIRABLE QUALIFICATIONS:**

- Post secondary education, preferably in psychology, health or related fields.
- Previous professional experience with adolescents.

**LICENSES AND CERTIFICATES REQUIRED:**

- Possess valid California driver's license, First Aid Card and CPR certification.

**PHYSICAL ABILITIES REQUIRED:**

- Ability to lift objects up to 25 pounds of weight from ground level to waist height, and move these objects about.
- Sufficient mobility to reach, stretch, bend, stoop and kneel in response to injured students who may be laying on the ground or under play structures. Ability to walk around campus for extended periods of time.