

MODESTO CITY SCHOOLS

JOB DESCRIPTION

CAMPUS SAFETY FACILITATOR 9-12

DEFINITION:

Under the direction of the Principal or site administrator, oversee and monitor the behavior of students outside of class and at school sponsored activities both on and off campus; enforce applicable sections of the Education Code, the Penal Code, organizational regulations and school rules; assist in the maintenance of an orderly and safe campus; intercept visitors who come on campus during school hours and direct them as appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist certificated and classified personnel with preventive discipline by explaining school rules to students and parents; oversee and monitor the behavior of students outside of class and at school sponsored activities both on and off campus.
- Enforce applicable sections of the Education Code, the Penal Code, organizational regulations and school rules; enforce school conduct code according to established procedures.
- Establish rapport with faculty and students in order to gain their trust and confidence; inform students of acceptable school behavior.
- Intercept visitors who come on campus during school hours and direct them to either report to the office or leave campus; notify the school administration if a non-student fails to comply, returns again after departing, or otherwise creates a problem.
- Patrol in and around the campus during school hours providing general supervision of students outside of class; remain alert to problems likely to disrupt the educational process or be physically injurious to persons or property.
- Intervene in situations likely to result in disruption or injury and direct students to refrain from such conduct.
- Check students who are out of class during class time to inquire as to the reason for being out of class; direct tardy students to appropriate school office; escort students to and from class and various school offices as needed.
- Assist law enforcement officers and other district staff in working with students.
- Provide assistance to staff during emergency situations as necessary.
- Operate a variety of equipment related to assigned activities including a two-way radio, bicycle and golf cart as assigned by the position; operate a variety of standard office equipment including a computer and assigned software.
- Complete necessary written reports and routine records as assigned; serve as a witness in student conferences, disciplinary hearings/proceedings and legal hearings/proceedings as needed; prepare written statements.
- Communicate with students, administrators, faculty and staff concerning student behavior and assigned activities; report incidents involving students, personnel and the public to appropriate staff or administrator; communicate with outside law enforcement and emergency agencies as required;
- Monitor parking lot areas and traffic as assigned by the position.
- Attend and participate in required meetings, in-service training and workshops as assigned by the position.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and some experience in working with high school age students in an organization setting or learning environment.

Licenses and other Requirements

- Valid certificate of completion of SB1626 training.
- Valid California Class C driver's license.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Knowledge of Student Conduct Code, Education Code and Penal Code sections related to student conduct.
- Two years of experience as a supervisor of junior high or high school age students.
- Valid First Aid and CPR Certification.

Knowledge of:

- Basic methods of individual and group supervision.
- Basic interests, attitudes and emotional development of adolescents.
- Basic record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Operation of a two-way radio.

Ability to:

- Patrol and monitor an assigned campus to maintain order and security.
- Ensure student compliance with school and organizational policies and regulations.
- Interpret, apply and explain laws, rules and regulations.
- Perform duties with patience, tact and good judgment and within established guidelines.
- Learn organizational operations, policies and objectives.
- Establish and maintain cooperative and effective working relationships with others.
- Observe situations and accurately determine an effective course of action.
- Write reports.
- Observe health and safety regulations.
- Maintain routine records.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Constant interruptions.
- Drive a vehicle to conduct work.
- Seasonal heat and cold or adverse weather conditions.

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.

- Standing and walking for extended periods of time.
- Seeing to monitor student activities.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a vehicle.
- Physical agility and stamina.
- Lifting, carrying, pushing and pulling heavy objects.

Hazards:

- Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.
- Contact with dissatisfied or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 2/24/15

Unit Approved: 3/18/15

Board Approved: 4/20/15

FLSA Status: Non Exempt