



Cambrian School District  
Job Description

**Campus Safety Assistant**

**BASIC FUNCTION:**

Under the direction of Site Administration, assist in the security and supervision of students in or around campus buildings, facilities and adjacent areas; patrol school grounds and surrounding areas; assist with school discipline and attendance programs.

**EXAMPLE OF DUTIES**

Depending on assignment, duties may include, but not limited to:

- Assist in the security and supervision of students in or around campus buildings, facilities and adjacent areas; oversee and assure student conduct on or around campus.
- Patrol the campus and surrounding areas by foot to prevent student loitering; escort truant students to class; break up fights as necessary; administer basic first aid as needed.
- Monitor campus for unauthorized personnel entry; check for visitor passes and direct/escort general public to the administration office, in accordance with campus sign-in procedures.
- Escort students from the classroom to the office as requested by administrators; assist in student and locker searches; enforce school policies related to behavior, dress and other matters.
- Encourage and promote courtesy among students; report cases of unusual behavior or other problems; observe and report safety hazards; prevent students from engaging in unsafe activities.
- Monitor parking lots for proper parking procedures and traffic control; assist with crowd control at school events.
- Monitor restrooms and locker rooms for smoking, graffiti or other inappropriate behavior.
- Monitor cafeteria lines at breaks and lunch as assigned.
- Monitor hallways and other areas to assure orderly passing of students to and from class.
- Operate a two-way radio to communicate with school administrators, staff and other campus safety personnel.
- Prepare and maintain related records including referrals, detention slips, incident statements and related materials; issue permits or passes as appropriate.
- Provide support to yard duty personnel.
- Perform related duties as assigned in an emergency.
- Other duties as assigned.

**KNOWLEDGE OF:**

- District, State and school laws, rules and regulations related to assigned activities.
- Basic methods and procedures of patrolling building and grounds.
- Skills utilized to maintain positive relationships with students and adults.

- Operation of a two-way radio.
- Oral and written communication skills.
- Basic record-keeping techniques.
- Basic first aid and CPR procedures.

**ABILITY TO:**

- Assist in the security and supervision of students in or around campus buildings, facilities and adjacent areas.
- Communicate effectively with students and staff.
- Patrol and monitor campus to maintain order and security on a school campus.
- Assure student compliance with school and District policies and regulations.
- Analyze situations accurately and adopt an effective course of action.
- Retain composure in stressful and difficult situations.
- Understand and work within scope of authority.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare and maintain routine records.
- Administer basic first aid and CPR as needed.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year experience working with school aged children.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR certificates.

**ENVIRONMENT:**

Outdoor work environment.  
Adverse weather conditions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.  
Seeing to monitor student activities.  
Standing and walking for extended periods of time.

**HAZARDS:**

Possible fights and confrontations.  
Contact with dissatisfied or abusive individuals.

**TERMS OF EMPLOYMENT**

Salary according to current classified salary: Range 31.

**EVALUATION**

Performance of this job will be evaluated in accordance with District policies and procedures and existing contract between Cambrian School District and the California School Employees Association, Local 641.