

PLEASE POST

CLASSIFIED VACANCY	Santa Maria Joint Union High School District 2560 Skyway Drive Santa Maria, California 93455 (805) 922-4573 x4304
DATE:	July 22, 2019
POSITION(S):	Campus Security Assistant II - Substitutes SMJUHS D - All sites 9 ½ months/year
SALARY:	\$19.79/hour (Step A) Range 17 2018/19 salary schedule
HOURS:	4 hours/day Monday thru Friday 11:00 a.m. to 3:00 p.m.
DEADLINE:	On going recruitment to develop substitute pool
APPLICATION PROCEDURE:	Visit the Human Resources Website at www.smjuhsd.k12.ca.us Copy of 1st Aid and CPR certificate(s) (On-line courses must be endorsed by Red Cross/American Heart Association) DMV printout dated within 2 months
WRITTEN TEST:	The most qualified candidates will be invited to appear for testing.

Santa Maria Joint Union High School District programs, activities, practices and employment shall be free from unlawful discrimination, including discriminatory harassment, intimidation, and bullying based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identifications, age, religion, marital, family or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information or any other characteristic identified in Education Code 200 or 220, Penal code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics. If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the District's Discrimination, Equity and Title IX Compliance Officer Mr. Kevin R. Platt, Assistant Superintendent of Human Resources, at 2560 Skyway Drive, Santa Maria, CA 93455, (805) 922-4573 and/or kplatt@smjuhsd.org. A copy of SMJUHS D's Uniform Complaint Procedures, Non-Discrimination Policies, Sexual Harassment Policies are available upon request.

CAMPUS SECURITY ASSISTANT II

BASIC FUNCTION:

Under the direction of an Assistant Principal, patrol and monitor an assigned campus to maintain order and promote peace and safety; monitor study hall, detention and in-school intervention; assure student compliance with school and District policies and regulations.

REPRESENTATIVE DUTIES:

- Patrol and monitor campus perimeter, lunch areas, hallways, walkways, classrooms, restrooms and parking lots; maintain order and security of campus; escort students to office for disciplinary action as needed; report unusual activities or unauthorized persons; orient and direct campus visitors. **E**
- Enforce school and District rules, regulations and policies for the safety and security of students, staff and property according to established procedures. **E**
- Monitor students assigned to study hall, detention and in-school intervention; input student information into computer; contact parents, teachers and District staff related to disciplinary referrals according to established procedures. **E**
- Observe students during passing periods between classes; assure timely return of students to class. **E**
- Observe student behavior to assure compliance with school rules; communicate effectively to prevent and de-escalate student conflicts. **E**
- Communicate with school, local law enforcement, probation, social services and other community organizations; assist in investigating crimes or suspicious actions; conduct searches according to established procedures; testify in expulsion hearings and legal proceedings, including court, as assigned. **E**
- Monitor and report maintenance, graffiti and safety hazards. **E**
- Maintain positive relationship with the students and community; provide encouragement to students to stay in school and promote interest in education. **E**
- Write and prepare clear, precise, and objective reports of accidents, incidents, disturbances, and student behavior; maintains reports; submit reports to the Assistant Principal as required.
- May be required to monitor video surveillance to ensure safety of students and school property.
- Participate in student/parent conferences when requested by site administrator.
- Operate a two-way radio to communicate with school and security personnel as assigned. **E**
- May drive cart, other light vehicle, or bicycle on and around the assigned campus. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Basic methods of individual and group supervision.

Investigative procedures, rules and regulations.

Basic interests, attitudes and emotional development of adolescents.

Skills utilized to maintain positive relationships with students and adults.

Health and safety regulations.

ABILITY TO:

Patrol and monitor an assigned campus to maintain order and security in a high school setting.

Assure student compliance with school and District policies and regulations.

Learn, interpret, apply and explain rules, regulations, policies and procedures.

Perform duties with patience, tact and good judgment and within established guidelines.

Plan and coordinate events within the school community.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Observe situations and accurately determine an effective course of action.
Maintain routine records as assigned.

EDUCATION AND EXPERIENCE:

Graduation from high school and demonstrated ability to work effectively with high school students.

LICENSES AND OTHER REQUIREMENT:

Valid First Aid and CPR Certificates issued by an authorized agency.
Valid California Driver's License.

REQUIRED TRAINING:

Nonviolent Crisis intervention.
Must complete 24 hours of School Security Guard Training as required by SB 1626.
Violent intruder/active shooter response training.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor environment.
Possible exposure to fights and confrontations.
Exposure to inclement or adverse weather conditions.

PHYSICAL ABILITIES:

Standing and walking for extended periods of time.
May require lifting, pushing, and/or pulling objects up to one hundred (100) pounds.
Ability to run and climb stairs.
Hearing and speaking to exchange information.
Seeing to observe student behavior at considerable distance.

HAZARDS:

Potential physical hazards involved in intervening in anti-social, illegal or violent behavior.
Exposure to verbal abuse and harassment.

07/01/2017
SMJUHSD
Range 17