

Position: Campus Safety Coordinator

Salary Range: 23

Summary

Oversees and participates with a team of campus safety personnel to manage students' conduct on a large school campus, ensuring a safe environment for staff, students, and visitors. Performs regular, recurring, yet moderately complex secretarial duties in support of student discipline, including but not limited to student and staff support, transcription of documents in established formats, maintenance of document filing and retrieval systems, and basic record keeping.

Distinguishing Characteristics

Campus Safety Coordinator organizes campus safety and all other campus safety personnel, including lunchtime supervisors. Actively participates in behavior modification of at-risk individuals and groups as an extension of the school site administrative team. Performs secretarial duties that require an intermediate degree of procedural knowledge, secretarial skill and judgment, including customer service skills. In addition, a Campus Safety Coordinator is expected to have working knowledge of the particular procedures, formats, vocabulary and technicalities associated with the student discipline to perform specialized duties.

Essential Duties and Responsibilities

- Works to ensure that the school campus, parking lots, adjacent areas and other facilities are safe from loitering, harassment, improper behavior, property damage, and theft.
- Resolves low-level behavioral problems under administrative direction.
- Monitors campus parking and traffic movement. May issue parking citations.
- Responds to incidents involving students, teachers, and visitors. Coordinates with outside agencies such as police, fire, and ambulance to expedite and stabilize situations.
- Escorts loitering students to appropriate destination(s). Escorts unauthorized non-students off school premises.
- Prepares reports and maintains records regarding problems or occurrences at school site. Reports may be used for disciplinary action.
- May access student database to help fulfill responsibilities and duties assigned to this position.
- Observes and controls behavior of students according to approved procedures. Assists in maintaining order among students on or around the school campus or at school-related activities.
- Under the direction of administrators, works with individual students to enhance positive behavior. Establishes goals for students, monitors progress, receives and provides feedback.
- Assists in developing and implementing school site rules for students.
- Ensures that all campus areas have an assigned employee to assist students and to resolve minor problems.
- Conducts in-service sessions for individuals and small groups of students on mediating incidents and behavior with peers. Trains campus safety personnel to facilitate these processes.
- Communicates with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Plans, schedules and performs a variety of secretarial and clerical work related to the area to which assigned.
- Establishes and maintains filing systems on a variety of subject matters. Compiles information from various sources. Prepares and types a variety of forms.
- May administer minor first aid and medications as necessary according to approved procedures and contact parents and medical personnel as appropriate.
- Provides information over the phone or in person as appropriate; routes calls to appropriate personnel as necessary.
- Maintains various databases relevant to area of assignment.
- Prepares and types letters, memoranda, forms, reports, bulletins, handbooks, questionnaires, requisitions

and documents with minimum direction.

- Reviews a variety of forms and materials for completeness, accuracy and conformance with established regulations and procedures. Compiles data and completes reports.
- May maintain calendars, schedule and set up for appointments and meetings, informs participants, confirms dates and times.
- Responds to requests for information of a specialized or confidential nature requiring the use of discretion and judgment in explaining regulations and procedures.
- May track, post, and verify accuracy of student attendance.
- Operates a variety of office machines, computers, and equipment such as typewriter, word processor, printer, calculator, fax, and copy machines.
- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.

Qualifications

▪ Knowledge and Skills

Must have an in-depth working knowledge of District and site policies, procedures and regulations regarding appropriate student behavior on or around the school campus or at school-related activities. Must understand general safety procedures related to assignment and the school safety plan. Requires knowledge of student behavior and the techniques for overseeing students in structured and unstructured settings. Must have communication skills to project a positive image and interpersonal skills sufficient to deal with normal and possibly confrontational situations. Must be able to facilitate group discussions among students and coordinate multiple agencies response to incidents. Requires well-developed report writing and record-keeping skills.

▪ Abilities

Must be able to assess situations, interpret student behavior and apply appropriate measures to enforce school regulations with understanding and sensitivity. Requires the ability to diffuse situations calmly and with authority. Must be able to work independently in carrying out the duties of the position. Must be able to prepare descriptive reports and maintain records of problems or situations requiring intervention. Demonstrates ability to recognize and protect confidential information and to respect the privacy of students and others. Must be able to adapt and learn new procedures and programs as implemented by the District. Must be familiar with Health and Safety regulations. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District.

▪ Physical Abilities

Requires visual acuity to observe people, facilities, situations, and movement. Sufficient ambulatory abilities to stand for extended periods of time, walk continually, run and squat occasionally. Must occasionally pull, push, or lift medium weight objects. Must be able to operate a keyboard.

▪ Education and Experience

High School Diploma or equivalent required. A minimum of two years of experience working with youths in structured and/or unstructured settings required, either paid or unpaid. Supervisory experience desirable. Experience developing emergency response plans desirable. Requires completion of District-provided state-mandated training within six months of hire.

▪ Licenses and Certificates

Depending upon assignment, a valid California driver's license and/or first aid training may be required.