

# JOB NOTICE

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT  
12820 Pioneer Boulevard Norwalk, CA 90650-2894 (562)868-0431

Job #219A

February 4, 2019

**SECURITY ASSISTANT**  
Salary \$18.20 - \$22.21 per hour (Range 237)

## **EXAMPLES OF DUTIES**

Supervises students in non-classroom situations; interacts with students in a positive manner and advises students of appropriate behavior; intervenes/mediates in crowd control; maintains and monitors gates; assists in gang prevention programs, graffiti, vandalism, criminal incidents, and traffic control; crowd and traffic control; assists with crime and theft prevention; patrols campus buildings, grounds, parking lots, and area adjacent to the campus to observe student behavior and take action to prevent unruly behavior and unsafe or illegal acts; investigates information on drugs, assaults, conducts and makes reports as required; assists with the enforcement of dress code violations; assists with emergency situations, breaks up fights, and confrontations; provides security and supervision for special events/dances; provides information, directions, and other assistance to visitors as needed; assists administration with performing searches of students, lockers, and other school property and confiscates prohibited substances/materials; observes and questions unauthorized persons on campus; and performs other related tasks/duties as required.

## **MINIMUM QUALIFICATIONS**

### **License:**

Valid California Class C Driver's license; must complete within the first (6) months of employment: Successful completion of SB 1626 and Education Code 38001.5 training and certification, which has been approved by the Department of Consumer Affairs Bureau of Security and Investigative Services (BSIS) and the Commission on Peace Officer Standards and Training (POST); must possess a First Aid card and CPR Card.

### **Knowledge of:**

General investigative and law enforcement practices; crowd and traffic control techniques; City, State, and County ordinances related to theft, arson, vandalism, malicious mischief, and trespassing; Sections of the Education Code regarding truancy and security related issues.

### **Ability to:**

Perform all tasks in a safe efficient manner; meet the physical, mental, and environmental demands of position with/without reasonable accommodations; use tact, judgment and poise in dealing with a wide variety of personalities and situations; work effectively with District personnel, students, and the public; work with other employees in a cooperative, friendly manner, and relate with students; conducts patrols of school grounds; assure the safety and security of students, staff, facilities, and grounds; evaluate security incidents and take appropriate action according to established guidelines; observe, detect, and deter improper behavior and unlawful activities; utilize crowd and traffic control techniques; respond to disturbances and emergency situations calmly and rationally; follow written and oral directions; maintain records and prepare reports; understand and work within scope of authority; communicate in English effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; and correct English usage, grammar, spelling, punctuation, and vocabulary.

### **Skills:**

Record keeping techniques; report writing skills; computer skills and bilingual desirable.

### **Medical required:**

Pre-employment physical.

### **Experience:**

A minimum of one year's experience in a security related field preferably working with juveniles in a school environment or any combination of training, education and experience related to youth activities which enhance potential ability to perform duties of position.

**Education:**

Proof of High School Diploma or equivalency.

**WORK YEAR/BENEFITS**

This is an **11 month (student calendar), 3.5 hours per day position** at **LA MIRADA HIGH SCHOOL. Hours are 2:00 p.m. to 5:30 p.m.** Person selected will receive paid vacation, holidays and sick leave.

**APPLICATION PROCEDURE**

Please apply via **EdJoin.org** at <https://www.edjoin.org/Home/DistrictJobPosting/1134798>. The deadline for submitting an application is **FEBRUARY 13, 2019 @ 4:00 p.m.** **A test may be given.**

**An Equal Opportunity Employer**

**SECURITY ASSISTANT**

**A.D.A. REQUIREMENTS**

**Physical, Mental and Environmental Demands:**

**Physical:**

Standing, sitting, walking level surface, walking uneven slippery surface, stair climbing, occasionally reaching, running, jumping, bending, use of both legs, fine coordination; Wrist/arm motion, grasping/holding, use of all fingers, use of both hands. Regularly lift 1-25 pounds, occasionally carry/push 1-40 pounds but rarely over 40 pounds; Color vision, depth perception, use of both eyes with corrective lenses, sense of smell, normal hearing, distinguish sounds in transmission, speaking.

**Mental:**

Stress of emergencies, stress of interpersonal conflict, normal work standards stress, ability to work with interruption, reading, interpreting codes, laws, policy, memorize and recall objects, people, and analyze problems and generate alternatives.

**Working Conditions:**

Exposure to indoor and outdoor environments, exposure to sun (seasonal), extremes of temperature (seasonal), wetness, dust, slippery surface, irregular hours (occasional overtime), some shift variation, interaction in physical confrontations, and driving a vehicle to conduct work.

The Board of Education of the Norwalk – La Mirada Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, sexual harassment, harassment, intimidation, or bullying.

**Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying:** The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

<p style="text-align: center;"><b>Title IX Coordinator (Nonstudent Issues):</b> Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>	<p style="text-align: center;"><b>Title IX, Title VI, and Title VII Coordinator (Student Issues):</b> Assistant Superintendent, Educational Services or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>
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