I. Position Title:
Campus Security Officer I  
Range:  17 - AY + 3 days

II. Position Description:
Under the general direction of the Director of Safety and Security, supervises, monitors, and controls secondary level schools/campuses, parking, and other school facility areas; supervises students and enforces the rules and regulations governing student behavior; and to do related work as may be required.

III. Examples of Duties/Responsibilities

- Patrols assigned portions of campus and/or parking lot before and during school hours to deter crime and disorderly conduct. (E)
- Operates a two-way radio, responds to radio summons, and reports incidents. (E)
- Identifies and controls the presence of non-students on campus. (E)
- Attends extracurricular events such as dances, athletic events, drama productions, and other events to maintain order and deter crime.
- Observes student behavior and cautions students on the verge of violating rules. (E)
- Identifies and prevents unauthorized students from leaving school. (E)
- Writes referrals for offenses committed by students. (E)
- Detains and escorts students to appropriate administrator. (E)
- Observes and reports any damage to school property. (E)
- Writes clear and concise reports of incidents. (E)
- Opens and closes campus gates, lockers, and classrooms as needed.
- Answers questions and directs visitors.
- Notifies supervisor and site administration/law enforcement of suspected illegal activity on campus property.
- Enforces district regulations including, but not limited to smoking, truancy, tardiness, and vandalism.
- Assists district security and other agencies in investigation and apprehension of person(s) committing law violations and/or rule and/or policy violations. (E)
- Meets with Director of Safety and Security and school personnel to discuss security matters.
- May operate a variety of different vehicles and/or be assigned to bike patrol in the performance of assigned duties. (E)
- Intervenes in potential conflicts and physically restrains persons involved in crimes, fights, or other acts of violence. (E)
- Performs related duties as may be required.

(E) - Essential

IV. Minimum Qualifications:
Knowledge of:

- The State of California School Security Officer Training course (SB 1626).
- Adolescent and adult behaviors.
- Correct English usage, spelling, grammar and punctuation, letter and report writing.
- Basic objectives, goals, policies, and procedures of a school district and relationships to state law and other school organizations.
- General public relations.
• District discipline plan, rules and regulations, goals and objectives for achieving positive student relations.
• Child abuse identification and reporting procedures.
• Awareness and identification of drug/alcohol abuse, weapons, and gang-related activities, behavior, or attire.
• School community and the community socioeconomic status and attitudes.

Ability to:
• Understand, interpret and apply policies, procedures, rules, and written directions to specific situations.
• Pursue, apprehend, and constrain persons.
• Intervene in fights as well as verbal and physical confrontations.
• Confront unauthorized visitors on campus.
• Observe/analyze situations, exercise sound judgment, and adopt effective courses of action.
• Remember details such as faces, names, and incidents.
• Learn the operation of communication devices and other job-related equipment.
• Understand and carry out oral and written directions.
• Establish and maintain effective working relationships.
• Develop effective relationships with young people.
• Provide a positive role model of adult behavior.
• Effectively work with and deter students displaying negative/undesirable behaviors.
• Cope with negative and abusive attitudes.
• Report situations and behavior accurately.
• Learn and utilize new and current technologies.
• Maintain confidentiality of privileged information.

Education and Experience:
• Graduation from high school or equivalent,
  AND
• Experience working with adolescents is desirable.

Licenses and Certificates:
• Valid California Driver’s License or a valid California Identification Card.
• Valid First Aid and CPR Certificates, to be obtained within thirty (30) days of employment.
• Certificate of completion of School Security Officer Training, meeting the requirements mandated by SB 1626 for Campus Security Personnel as defined in Education Code Section 38001.5.
• Completion of POST certified P.C. 832 Course.
• Possession of a California Bureau of Security and Investigative Services guard card.

Training(s):
• During the course of employment with Moreno Valley Unified School District, this position will require ongoing trainings, including but not limited to bike training, pepper spray, physical agility, Tasers, and/or other trainings that may be required.

V. Working Conditions:
Environment:
• Office/school campus.
• Subject to adverse weather conditions.
• Subject to adverse interpersonal situations.
• Subject to frequent interruptions.
• May need to provide own vehicle for traveling from site to site.
Physical Abilities:
- Visual acuity to inspect records and reports.
- Hearing and speaking to exchange information.
- Reaching overhead, above the shoulders, and horizontally.
- Dexterity of hands and fingers to operate standard office equipment.
- Bending, stooping, and squatting.
- Gripping and grasping.
- Climbing on step stools or step ladders.
- Climbing/scaling fences or barriers.
- Standing and walking for extended periods of time, may also include occasional running.
- Crawling in tight spaces.
- Ride a bicycle.
- Heavy work: lifting, carrying, pushing, and/or pulling up to approximately 100 pounds.

CSEA Negotiations: 07.14.16
Board Approval: 10.10.17