

# JOB NOTICE

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

**\* \* \* 2018 – 2019 SCHOOL YEAR \* \* \***

**Job #80**

**August 20, 2018**

**SUBSTITUTE SECURITY ASSISTANT**  
**Salary \$15.99 per hour (Range 537)**

**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; performs other related tasks/duties as required.

**MINIMUM QUALIFICATIONS**

**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/skills:**

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; correct English usage, grammar, spelling, punctuation, and vocabulary; recordkeeping techniques; Report writing skills; Desired: Computer Skills; Bilingual

**EXPERIENCE:**

None required.

**EDUCATION:**

Proof of High School Diploma or equivalency.

**WORK YEAR/BENEFITS**

These are **SUBSTITUTE POSITIONS** at **VARIOUS LOCATIONS** working on an **as needed basis only**.

**APPLICATION PROCEDURE**

Please apply via Edjoin at <https://www.edjoin.org/Home/JobPosting/1087304>. The deadline for submitting an application is **open until MAY 31, 2019**. A test may be given.

## **A.D.A. REQUIREMENTS ON REVERSE SIDE**

### **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, reaching, running, occasional jumping, bending and use of both legs. Wrist/arm motion, grasping/holding, use of all fingers, use of both hands. Lifting, carrying and pushing objects up to 15 lbs., occasionally 16-40 lbs. and rarely over 40 lbs. Color vision, night vision, use of both eyes, sense of smell, normal hearing and being able to distinguish sounds in transmission, speaking.

##### **Mental:**

Occasional stress of emergencies, occasional stress of interpersonal conflict, normal work standards stress, reading, interpreting codes, laws, policy, calc., perform routine math process, memorize and recall objects, people. Analyze problems and generate alternatives.

##### **Working Conditions:**

Exposure to sun, work above ground level, extremes of temperature, wetness, dust, vibration, slippery surface, chemicals, oil, toxic substance, irregular hours.

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><b>Title IX Coordinator (Nonstudent Issues):</b> Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>	<p><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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