

COACHELLA VALLEY UNIFIED SCHOOL DISTRICT

Job Description

Campus Security Assistant

**CLASSIFICATION:** CLASSIFIED  
**LOCATION:** SCHOOL SITE; or as assigned  
**HOURS:** 180 days / 8 hours

**GROUP:** 10000  
**SERIES:** 11000  
**CLASS:** 11001  
**STEP:** 35

**SUPERVISION RECEIVED:** High School Principal; as assigned

**SUPERVISION EXERCISED:** N/A

**A. General Description of Position Goals**

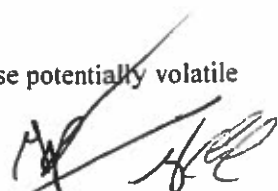
Under direction performs campus security and student control services at an assigned site and related public areas to protect students, personnel, facilities and grounds; performs other duties as assigned.

**B. Examples of Duties:**

1. Administers first aid for the purpose of providing emergency care.
2. Assists law enforcement personnel and school administrators for the purpose of carrying out their duties as it may relate to the school environment.
3. Communicates with administrators and other staff for the purpose of providing assistance and information on security related issues.
4. Informs and interacts with students, personnel and the general public as appropriate for the purpose of ensuring their understanding of laws, enforces procedures and consequences of their actions.
5. Interacts with other agencies (e.g. law enforcement, community professionals, etc.) for the purpose of communicating and/or receiving information regarding situation that may affect safety within the school environment.
6. Investigates campus crimes and/or student related community incidents for the purpose of resolving conflicts and/or pursuing further action.
7. Monitors student conduct during school activities (e.g. non-classroom activities, sports activities and special events, etc.) for the purpose of ensuring safety of students, personnel and property.
8. Patrols school facilities (e.g. grounds, streets, buildings, etc.) for the purpose of providing visibility to the school population and the general public; maintaining security, deterring crime and enforcing adherence to penal and education codes and campus rules.
9. Prepares documentation and various reports including incident and arrest reports and petitions for the purpose of providing written support and/or conveying information.
10. Responds to potential emergencies and emergency situations (e.g. alarm calls, for service, fights, bomb threats, disasters, etc.) for the purpose of ensuring safety of students, personnel and property.
11. Other duties as assigned.

**C. Job Requirements/Qualifications**

1. Education: High School Diploma or the equivalent
2. Experience: One (1) year security or law enforcement experience
3. Licenses, Certifications, Bonding, and/or Testing:
  - Valid California Driver's License
  - Valid First Aid and CPR Certificate
  - Guard Card
  - Criminal Justice Fingerprint Clearance
  - Successfully Pass District Test
  - Successful completion of pre-placement medical examination
4. Skills, Knowledge and/or Abilities Required:
  - Skill, to appropriately intervene in emergency or potentially critical situations; diffuse potentially volatile situations.

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- Ability to use English in both written and verbal form.
- Ability to communicate with persons of varied educational and cultural backgrounds.
- Knowledge of school community, community-at-large, and socioeconomic status and attitudes.
- Knowledge of City, State and County ordinances related to theft, arson, vandalism, malicious mischief and trespassing.
- Ability to evaluate security incidents and take appropriate action according to establish guidelines.
- Knowledge of child abuse identification and reporting procedures.
- Ability to understand and carry out oral and written instructions.
- Ability to safely ride a bicycle in the performance of duties.

5. **Desired Qualifications:**

- Baton Certificate
- OC (pepper spray) Certificate
- Bilingual (English/Spanish)
- Awareness and ability to identify drug/alcohol abuse and gang related activities, behavior or attire.

**D. Working Conditions:**

**Physical Demands:**

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel objects, tool, or controls; reach with hands and arms; climb or balance; talk or hear; and taste or smell. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must be capable of lifting up to 75 pounds, and must have the strength and agility to protect self and others, including students and staff from physical attack.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions. The noise level in the work environment is usually loud.

EFFECTIVE \_\_\_\_\_

CSEA Ratification date \_\_\_\_\_

BOT Approved \_\_\_\_\_

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