



Manhattan Beach  
Unified School District

## CAMPUS SECURITY LEAD

Department/Division:	Operations and Related Classes
Reports To:	Site Administrator
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	July 15, 2014
Date Approved by Personnel Commission:	December 2, 2014
Date Adopted by Board:	
Salary Range:	Range 23

### MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

#### **DEFINITION**

Under the general supervision of the site administrator or assigned administrator, the Campus Security Lead assists in planning, organizing and coordinating the campus safety and security program; supervises, trains and directs security personnel; patrols campus buildings, locker rooms, fields, grounds and parking areas to enforce school rules; maintains a safe school environment and protects the safety and security of students, staff and school property; makes recommendations on security operations and procedures. General direction, supervision, and evaluation are provided by an assigned site administrator.

#### **DISTINGUISHING CHARACTERISTICS**

The Campus Security Lead position is the second in a two-level career path encompassing school campus security and promoting positive student behaviors. The incumbent must be current in security techniques, safety and school rules. The Campus Security Lead must work cooperatively and productively with a diverse population of internal and external staff, students, visitors, and community members. The Campus Security Lead requires demonstrated skills in leading a small team, participating in staff development on conflict resolution, and establishing and monitoring student behavioral objectives. The incumbent serves as “lead” over other security personnel, however, the Campus Security Lead is not assigned formal supervisory responsibilities.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assists administration in the operating procedures for security personnel
- Provides liaison between administration and security personnel

- Communicates on a daily basis with the site administrator(s); maintains constant radio communication
- Reviews camera for campus incidents
- Assists in the preparation of work schedules, deployment and coordination of campus security personnel
- Provides guidance and training to security personnel especially in the areas of approaching unauthorized persons, maintaining order, investigation and observation techniques and use of equipment
- Exercises correct judgment in the application of federal and state laws, District policies and school rules
- Coordinates with School Resource Officer and local law enforcement when appropriate
- Patrols campus on foot (including parking lots and locker facilities) to check for unauthorized persons, including students, and unsecured facilities, to prevent disruptive activities, property damage, and theft
- Inspects grounds and facilities for proper security and alarm operations
- Contacts appropriate administrator and law enforcement for support
- Responds to alarms and assists in investigation of suspected criminal incidents
- Confers with staff, parents, students and law enforcement on security issues
- Maintains files and records of incidents, student behavior, theft and accident reports
- Reviews records to assist in the identification of threats and problem areas, adjusts routes/times as necessary, adjusts schedules according to security personnel availability, student activities, holidays and assigns personnel to shift and routes
- Remains current in security techniques, school rules
- Facilitates communication between and among students, school and District officials and staff, security personnel, parents, and law enforcement personnel to enhance understanding and promote a safe and secure environment
- Assumes a leadership role in responding to emergencies or contacts emergency agencies according to established guidelines; renders first aid in an emergency
- Observes and reports hazards or activities which might endanger students or personnel
- Assists site administrator(s) to conduct searches according to established District procedures; assists site administration, other campus security staff and law enforcement personnel in investigation and apprehension of persons committing rule or law violations
- Performs a variety of routine clerical work involving recordkeeping, telephone and preparing reports involving student referrals, crimes or incidents and accidents; writes clear and concise reports of incidents
- Remains current in security techniques, safety and school rules
- Perform the full range of duties of the Campus Security Staff
- Perform related work as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

- Applicable federal, state, city, county and District laws, rules and regulations
- School Safety Plans
- Crisis prevention and intervention skills
- District organization and school rules related to student behavior, school security, access and conduct on school grounds
- Basic law enforcement, surveillance, security and safety procedures

- Crowd control and vehicle control procedures and intervention techniques
- Investigative techniques and reporting procedures
- Record keeping techniques; basic math skills; sufficient writing skills to prepare incident reports
- Principles of radio voice communications
- Operate standard office equipment, including a computer and assigned software, and iPads, preferred.
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills in English
- Knowledge of behavior, needs and characteristics of adolescents
- Knowledge of behavior management strategies and techniques including conflict resolution
- Sufficient interpersonal skills to deal with normal and possible confrontational situations, influence student behavior, to facilitate group discussions among students, to work with students from diverse cultures and backgrounds, and to assist with counseling; interpersonal skills using tact, patience and courtesy
- CPR/First Aid preferred
- AED (Automatic Electronic Defibrillator) machine usage preferred

**Ability to:**

- Perform all essential duties of the position with general supervision at an assigned school site or other District facility
- Learn, interpret, explain, and apply District rules, regulations, policies, and procedures governing student behavior on school properties
- Work independently and collaboratively with limited supervision; respond to emergencies
- Assess situations, interpret student behavior, and apply appropriate measures to enforce school regulations
- Use good judgment when intervening in student behavior; be a positive role model to students
- Remain calm and objective in stressful and dangerous situations; respond appropriately to emergencies
- Recognize illegal activities, controlled substances and weapons
- Remember names, faces, behavior patterns and retain facts
- Recognize potentially dangerous situations and alert site administrator(s)
- Conform to uniform code or dress standard
- Establish and maintain effective working relationships with students, staff, parents, law enforcement agencies and the community
- Speak clearly and communicate tactfully and respectfully with students, faculty, staff and community
- Understand and carry out oral and written instructions in English; write reports in English
- Ability to speak, read, and write in English
- Be flexible and adapt positively to change
- Handle student problems with patience and tact; use positive reinforcement to help build students' self-esteem; maintain confidentiality
- Use appropriate defense measures to protect self or others in adverse situations
- Prepare descriptive reports and maintain records of problems or situations requiring intervention
- Operate a basic 2-way radio
- Work nights, weekends and holidays as necessary

- Perform CPR and simple first aid
- Use AED (Automatic Electronic Defibrillator) machine appropriately
- Operate a vehicle observing legal and defensive driving practices
- Establish and maintain cooperative and effective working relationships with others

### **EDUCATION, TRAINING, AND EXPERIENCE**

Educational attainment equivalent to a high school diploma or its recognized equivalent, required. Additional coursework or training in psychology, criminal justice, and education for the adolescent and special needs students, preferred. Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. Two (2) years experience in campus supervision or experience in security work, law enforcement or closely related field is desirable. Experience in a lead or supervisory role is highly desirable.

### **LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS**

Valid California C Driver's license throughout employment in a position in this classification

Possession of valid First Aid and CPR certificates

Attend blood-borne pathogen training

Attend Automatic Electronic Defibrillator (AED) machine training (Training provided by MBUSD within six (6) months following date of hire)

Certificate of completion of a 24-hour "School Security Guard Training" in accordance with Education Code 38001.5 preferred

Maintain current required licenses and certificates

Ability to speak Spanish, preferred

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL DEMANDS**

*While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate a 2-way radio, objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on an occasional basis, objects which weigh as much as 75 pounds or more. The employee is regularly required to stand or walk for extended periods of time, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, and crouch, climb stairs, and ramps of one or more stories above the ground. Employee must be able to run to respond to emergency situations. The employee is regularly required to hear and speak to exchange information in a proficient manner; distinguish strong odors which may warn of equipment malfunction or danger. The employee will intervene in physical altercations or threats to student/staff safety, and other urgent or emergency situations. The employee must be able to drive a vehicle.*

*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 have hand-eye coordination.*

### **MENTAL DEMANDS**

*While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to listen, to write, to read directions, product labels, printed material, instructions and safety information, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and follow a schedule. The employee will occasionally deal with dissatisfied or quarrelsome individuals, including students and parents.*

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Employees work in an indoor environment, including damp or wet areas, and regularly in an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are occasionally subject to exposure to hazardous materials, fumes, and dust; exposure to minor contagious illnesses, blood and other bodily fluids and possible exposure to blood borne pathogens; working around and with equipment having moving parts; performing physical tasks and activities. The noise level is usually moderate, but occasionally loud.*

### **OTHER CONDITIONS OF CONTINUED EMPLOYMENT**

*Participate in employer mandated training and re-training programs.*