

Elmhurst CUSD 205 Job Description

Campus Security - High School

Department: York High School FLSA

Status: Non-exempt

Prepared Date: 3/14/25

Supervisor: Assistant Principal for
Culture and Climate

Prepared By: Tim Dykes

Classification: A

Summary

The primary function of York Campus Security is to provide safety and supervision to York students and staff on school grounds. York Campus Security personnel enforce school rules and District 205 policies, monitor student behavior, and assist building administration in maintaining a safe and secure learning environment.

Essential Duties and Responsibilities

- Maintain security and protect staff and student safety in all areas of the building, grounds, and parking lots.
- Work closely with York building administration toward securing the safety of staff and students
- Verify visitor identification at visitor entrance using Raptor identification system
- Assist in traffic control on campus
- Monitor parking lots for unauthorized vehicles and secure the safety of pedestrians
- Supervise students in common areas of the building (hallways, cafeteria, commons, etc)
- Monitor and access security camera footage as needed and requested.
- Respond to requests for security assistance
- Use physical restraint when necessary to protect the immediate safety of students and staff
- De-escalate verbal altercations to prevent physical threats
- Monitor security at entrances and building perimeter
- Assist with crowd and traffic control at special events outside of school hours
- Maintain visibility throughout passing periods when not assigned to a specific location
- Assist students and refer them to appropriate school personnel
- Monitor school property to protect against vandalism, theft, and unsafe conditions
- Regularly monitor student restrooms for vaping, damage, vandalism, etc.
- Assist students with disabilities as directed
- Aid building administration in overseeing bus loading/unloading and the execution of safety drills
- Monitor radio communication at all times, responding to requests promptly and professionally, including staff members in need of assistance
- Perform other duties as assigned

Supervisory Responsibilities

This job has no supervisory responsibilities. (Supervisory here refers to other employees, not students)

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Uses intuition and experience to complement data.

Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; strives to continuously build knowledge and skills.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Use of Technology - Demonstrates required skills.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance.

Communications - Expresses ideas and thoughts verbally; exhibits good listening and comprehension; keeps others adequately informed. Ability to communicate effectively via radio.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to coworkers; works cooperatively in group situations; works actively to resolve conflicts.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; contributes to building a positive team spirit; puts success of team above own interests.

Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.

Impact & Influence - Uses authority appropriately to accomplish goals.

Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Strategic Thinking - Identifies external threats and opportunities; adapts strategy to changing conditions.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Achievement Focus - Measures self against standard of excellence. Shows care for the well-being of students.

Personal Appearance - Dresses appropriately for position; keeps self well groomed.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments.

Initiative - Volunteers readily; asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness; generates suggestions for improving work.
Judgement - Exhibits sound and accurate judgment; includes appropriate people in decision-making process.

Planning/Organizing - Uses time efficiently.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Experience preferred in providing general supervision to students or within a classroom setting. Knowledge of or experience in criminal justice preferred.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Gmail Contact Management systems and Aesop Human Resource systems.

Certificates, Licenses, Registrations

CPI training preferred.

Physical Demands

The 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 and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to sit; use hands to finger, handle, or feel; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and

occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.