

LIMA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	CAMPUS PROTECTION OFFICER	File 501
Reports to:	Assistant Superintendent and Building Administrators	
Job Objective:	Monitors activities to maintain a safe and orderly school environment. <i>Note:</i> Duties may vary based on shift, building, and/or patrol assignments.	
Minimum Qualifications:	<ul style="list-style-type: none">· High school diploma.· Current employment with a local or state law enforcement organization.· Completion of a state-accredited security training program.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· A record free of criminal violations that would prohibit public school employment.· Satisfactory drug screening, physical fitness, and psychological assessment profile.· Consistently dependable and flexible. Accepts new responsibilities/assignments willingly.· Available to work a flexible schedule (i.e., alternate shifts, weekends/holidays, etc.).· Valid driver's license. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.· Successful completion of communicable disease, child abuse/neglect, behavioral management, CPR, and/or first aid may be required as a condition of employment.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Maintain a high profile. Upholds safety rules/regulations. Actively patrols assigned areas. Identifies safety/security concerns e.g., loitering, graffiti, equipment malfunctions, property loss/damage, etc.). Keeps building administrators informed about emerging issues.· Greets the public. Responds to requests for information. Directs visitors to the office.· Monitors parking lots. Directs private vehicles to designated student drop-off/pick-up zones. Reports vehicles that fail to comply with traffic regulations.· Upholds policies governing student driving privileges.· Assists with the evacuation of buses during emergencies.· Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.· Responds to requests for assistance. Documents all security incidents and/or injuries.· Does not permit students to loiter. Verifies that students have permission to be in hallways or other areas during scheduled class periods.· Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.· Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.· Helps facilitate community participation in activities that enhance student learning.· Assists with crime prevention presentations (classes, parent groups, in-service activities, etc.).· Monitors activities on adjoining properties.· Upholds the student conduct code. Maintains high expectations for behavior and performance. Provides appropriate student supervision as directed.· Exercises caution when physical restraint is required.· Follows established protocols to request police intervention.· Maintains effective relationships with community law enforcement officers.· Promotes the proper use, care, and security of school property. Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.· Monitors building systems to ensure that equipment is operating properly. Reports problems (e.g., unusual odors, noises, leaks, power failures, etc.).· Secures doors and windows. Activates alarms systems as directed.· Ensures that clear routes are maintained to emergency exits. Assists with building evacuations during emergencies.· Directs traffic and assists with crowd control during public events.· Respects personal privacy. Maintains the confidentiality of privileged information.· Reports suspected child abuse and/or neglect to civil authorities as required by law.	

- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains accurate records and submits required paperwork on time.
- Maintains an acceptable attendance record and is punctual.
- Reacts productively to interruptions and changing conditions.
- Uses diplomacy and exercises self-control when dealing with other individuals.
- Performs duties efficiently with minimal supervision. Prioritizes important tasks to meet deadlines.

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Lima City School District Board of Education.

The Lima City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events. Rev. 2/08