

CAMPUS SECURITY SPECIALIST

Classification: Administrative – School Based

Location: Assigned Department

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Responsible for campus supervision to support students in following behavioral expectations. Prevent, detect, and confront threats to the safety of students, staff and school property and to help maintain discipline and orderly conduct within the school.

Part II: Supervision and Controls over the Work:

Works under the supervision of a school administrator(s) who assigns responsibilities and provides direction and guidance. The Campus Security Specialist follows district and school policies and procedures in carrying out daily responsibilities. Administrators are generally available to provide guidance in most situations. However, the Campus Security Specialist must be able and willing to independently exercise sound and reasonable judgment in emergency situations. Consults with SMO administrator in supporting campus supervision .

Part III: Major Duties and Responsibilities:

1. Safety Supervision:

- a. Provide supervision of students before, during, and after school.
- b. Contribute to the development and oversight of the campus security.
- c. Inputs discipline infractions into the computer.
- d. Assists investigations of property loss, theft, assault or other crimes; collects and preserves evidence as necessary to provide to local law enforcement.
- e. Maintains security records, logs and reports.
- f. Positively interacts with students and staff.

2. Safety Activities:

- a. Maintain a consistent, visible presence throughout the campus, actively observing and engaging with students to create a supportive and secure learning environment.

- b. Monitor all campus areas, including hallways, common spaces, classrooms, entry/exit points, and grounds to ensure student safety and prevent potential disruptions and/or illegal acts; report the presence of unauthorized individuals at or near campus .
 - c. Develop positive relationships with students, staff, and faculty to foster a culture of mutual respect, trust, and collaborative safety awareness.
 - d. Reviews discipline infractions to identify and address student problem areas.
 - e. May take action, or assist in taking action, to de-escalate students who are at risk of harming others by following school/district-approved procedures
 - f. Respond proactively to emerging situations, de-escalating potential conflicts and providing immediate support to students and staff when needed.
 - g. Report to school administrators all suspected criminal activity or rumor of such activity that may endanger the safety of students, staff and community members.
3. Safety Coordination:
- a. Establishes and maintains liaison with law enforcement and fire officials.
 - b. Notifies administrator(s) and coordinates with administrator on notifying law enforcement of potential criminal activity.
 - c. Calls law enforcement and fire officials for assistance according to the emergency plan and school administrator direction.
4. Planning:
- a. Collaborate with building administrators to develop constructive, restorative approaches to student behavior that focus on understanding, learning, and personal growth rather than punitive measures.
 - b. Actively contribute to the school-wide safety planning process, bringing a holistic perspective that prioritizes student well-being, mental health support, and creating a positive, inclusive school environment.

Perform other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- High School diploma or equivalent and two years of experience working with adolescent or young adults in a structured environment such as educational center, counseling center, community based social service agency, or similar setting.

- Licensed as an unarmed private security officer with Oregon DPSST, or the ability to complete such training and/or maintain certification as required for the performance of the essential functions of the position.
- Ability to establish and maintain effective relationships with students, staff, administrators, and law enforcement personnel.
- Experience in security operations and supervision.
- Valid first aid / CPR certification.
- Ability to meet physical standards (a physical exam may be required).

Part V: Desired Qualifications:

- Bilingual and bicultural skills.
- Experience in school district safety operations.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment 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 frequently required to sit, talk, move about, and hear.
- Must be physically capable of running, lifting, pushing, jumping and restraining when responding to students fighting, intruder pursuit, or other emergencies.
- The employee must occasionally lift and/or move 25 to 50 pounds, and move or restrain more than 100 pounds when required to intervene in student safety issues.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.
- The employee may be exposed to infectious disease as carried by students, exposed to student noise and learning resource noise levels.
- The employee may be required to travel on school owned or leased vehicles while supervising and assisting students.