



<b>TITLE:</b>	<b>Campus Safety Officer</b>	<b>STATUS:</b>	<b>Non-Exempt (At-Will)</b>
<b>REPORTS TO:</b>	<b>Campus Principal or Designee</b>	<b>TERMS:</b>	<b>199 Days</b>
<b>DEPARTMENT:</b>	<b>Campus Assigned</b>	<b>PAY GRADE:</b>	<b>AX3</b>

#### **PRIMARY PURPOSE:**

To provide safety and security of property to all students, faculty, staff, visitors at school site. Responsible for security through patrol and observation techniques, prevention of crime, attentive to all specific safety hazards, monitors individuals arriving and leaving campus, exercises good judgment and initiative.

#### **QUALIFICATIONS:**

##### **Education/Certification:**

Training, education, and/or experience as a security guard desired  
Must attend a four (4) hour paid traffic control training class

##### **Special Knowledge/Skills:**

Must be at least 21 years of age  
Ability to read and understand operating instructions and write reports  
Ability to work independently with little direction  
Ability to communicate effectively (verbal and written)  
Ability to communicate effectively with students  
Must have a valid Texas driver's license or picture ID  
Must have transportation  
Understand and work within scope of authority  
Work confidentially with discretion  
Interpersonal skills using tact, patience and courtesy

#### **WORKING CONDITIONS:**

Mental Demands/ Physical Demands/Environmental Factors:

Maintain emotional control under stress. Strenuous walking, standing, and/or climbing; able to stand and walk continuously for time periods of one (1) hour or more; operation of a motor vehicle; specific hearing and visual requirements; control of sudden violent or extreme physical acts of others and rapid mental and muscular coordination simultaneously. May be subjected to adverse and hazardous working conditions.

#### **Essential Functions:**

1. Direct and control student traffic, pedestrians or bicycles at designated school-crossing areas.
2. Patrol assigned routes within buildings and grounds watching for unauthorized persons, fires, hazardous situations and suspicious circumstances.
3. Enforce district rules and regulations.
4. Checks parking permits on vehicles entering or parking on campus.
5. Issues temporary or visitor parking permits.
6. Directs flow of traffic as needed.
7. Notify police, fire department, or other appropriate authority of any situation requiring immediate or prompt attention.
8. Monitors campus during school hours and monitors students outside of class.
9. Patrol and control traffic and parking on the school campus.
10. Give directions or act as a guide to authorized visitors.



11. Assist with the management of inventory documentation.
12. Promote and follow safety practices and standards.
13. Monitors parking area, reporting all irregularities, emergencies, or suspicious activity to campus principal or designee via portable radio.
14. Maintains alertness for problems likely to disrupt the education process or be injurious to persons or property.
15. Refers students to appropriate administrator in cases of flagrant or repeated violations of school regulations and assists staff when requested in dealing with students outside of the building.
16. Maintain positive and effective working relationship with administrators, staff, students, school police officers and the community.
17. Provide information to students, staff and visitors as needed to maintain order and protect property.

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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

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Signature

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Printed Name

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Date