

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED POSITION

JCN: 146  
RANGE: 125  
NON-EXEMPT

---

### CAMPUS SAFETY ASSISTANT

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist with the daily and special events safety of an assigned school site; patrol and monitor an assigned campus to maintain order and safety; ensure student compliance with school and district policies and regulations; facilitate conflict resolution and anti-bullying techniques and policies among students.

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Assist with the daily and special events safety of an assigned school site; patrol and monitor campus lunch areas, hallways, walkways, classrooms, restrooms and parking lots; maintain order and safety of campus.
- Contact safety and law enforcement agencies to maintain the safety and control of campus according to established procedures.
- Enforce school district rules, regulations and policies for the safety and security of students, staff and property according to established procedures.
- Escort students and staff classrooms, automobiles health and/or administrative offices as needed.
- Escort students to office for disciplinary action as needed; report unusual activities or unauthorized persons; assist and direct campus visitors to authorized parking areas and appropriate offices.
- Maintain appropriate student behavior; maintain order and safety of campus; intervene in inappropriate behavior according to established policies, laws, rules and regulations; report inappropriate student behavior and prepare the necessary incident reports; facilitate conflict resolution and anti-bullying techniques and policies among students.
- Maintain positive relationships with district staff, students and the community; respond to neighborhood individuals or businesses calling to report problems.
- Maintain safety of school buildings, grounds and facilities; secure buildings, classrooms, restrooms and other areas such as the teacher lounge; turn on alarms and lock school grounds.
- Observe students during passing periods between classes; ensure timely return of students to class.
- Prevent illegal parking and loitering on school grounds; observe and report automobile vandalism.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.

- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

**OTHER DUTIES:**

- Perform related duties as assigned.
- Work a flexible schedule including evening and weekend events as required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic interests, attitudes and emotional development of adolescents.
- Crowd control procedures and the detection and identification of dangerous drugs and improper substances.
- Health and safety regulations.
- Policies, rules, and regulations concerning campus control, safety, and appropriate student behavior and/or conduct.
- Safe campus supervision methods and procedures.
- Skills utilized to maintain positive relationships with students and adults.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

**ABILITY TO:**

- Ensure student compliance with school district policies and regulations.
- Enforce campus rules and regulations.
- Establish positive and healthy relationships among adolescents.
- Patrol and monitor assigned campus to maintain order and safety.
- Perform duties with patience, tact and good judgment and within established guidelines.
- Understand and carry out oral and written directions.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.

**EXPERIENCE:**

- Sufficient experience to demonstrate the knowledge and abilities listed above.

**LICENSURE AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Valid First Aid and CPR Certificate issued by an authorized agency.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Indoor and outdoor work environment.
- Office and/or school facility environment.
- Regular interruptions.
- Seasonal heat and cold or adverse weather conditions.
- Small and large group meetings.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

**HAZARDS:**

- Abusive and potentially dangerous outbursts from students.
- Possible fights and/or confrontations.
- Potential physical hazards involved in intervening in anti-social, illegal, and/or violent behavior.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 05/07/2012

Revised: 11/14/2017; 09/01/2020