

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

CLASS TITLE: SECURITY ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, ensure the security of community school sites in conjunction with the probation and County Office of Education administration, campus grounds, corridors, restrooms, parking lots, bus loading areas, buildings, and adjacent areas to monitor adherence to County Office of Education policies regarding class attendance, behavior, and general conduct. Provide supervision Of students to and from school at bus stops and on the bus. Perform a variety of related duties in support of assigned function as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Maintain alertness for situations likely to jeopardize welfare and safety of students on bus or to be injurious to persons or property.

Maintain alertness to indications of gang affiliation including hand signs, tagging, and wearing of colors and/or insignia.

Contact Probation and/or school administration of gang activities on or near school bus and communicate with school and SLOCOE staff via portable radio.

Report hazards or unsafe conditions on school bus school administration.

Assist students in resolving conflicts in a positive and constructive manner through the use of conflict resolution strategies and mediation techniques.

Refer students to Probation or school administration in cases of violations of school bus safety rules and/or school regulations.

Coordinate with transportation, Probation, and school administration to assure that bus video surveillance systems are properly implemented and maintained; review surveillance tapes at regular intervals; report suspected inappropriate, unsafe, or illegal activity observed on tapes to Probation and school administration.

Establish and maintain a positive working relationship with school administration and staff, Probation, local law enforcement agencies and their representatives, SLOCOE staff, students, parents, and the community.

Coordinate with transportation and school administration in establishing and maintaining school bus routes to best serve the needs of students and school programs.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Conflict resolution and mediation techniques.

Proper school bus safety rules and school regulations.

Appropriate safety precautions and procedures.

Proper lifting techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Community problems affecting schools.

Record-keeping techniques.

County Office of Education organization, operations, policies, procedures, and objectives.

Surveillance systems.

ABILITY TO:

Observe and report safety hazards

Understand and follow verbal and written directions.

Observe health and safety regulations.

Meet schedules and time lines.

Demonstrate interpersonal skills with tact, patience and courtesy.

Maintain regular and reliable attendance.

Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students, and of staff and students with physical and learning disabilities.

Establish and maintain cooperative working relationships with students, faculty, administrators, and the general public.

Complete training in conflict resolution and mediation services.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Work confidentially with discretion.

Understand and carry out oral and written directions.

Adjust schedule to accommodate changing schedules and school activities.

Complete training course "School Security Training".

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

Desirable:

Knowledge of school bus systems and experience with at-risk youth.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Certificate of completion of 24-hour "School Security Training" in accordance with Ed Code 38001.5 must be obtained within first 130 days of employment.

Valid First Aid /CPR Certification.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoors, school sites, school buses work environment.

Regular exposure to a variety of weather conditions.

Regular exposure to dust, pollen and odors.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of grounds maintenance equipment.

Walking and standing for extended periods of time.

Seeing to perform grounds maintenance duties.

Bending at waist, kneeling or crouching.

Reach overhead, above the shoulders and horizontally.

Ascend and descend ladders, working from heights.

Physical agility to lift 25 pounds to shoulder height and 50 pounds to waist height.

Lifting, carrying, pushing or pulling heavy objects.

HAZARDS:

Traffic hazards.

Driving a vehicle during adverse weather conditions.

Contact with dissatisfied or abusive individuals.

Potential for exposure to fumes from pepper spray.

Grade Allocation: 24	Accountability of time: Director of Dept/Division
Adopted: 7/27/05	Tasks assigned by: Director of Dept/Division
Revised:	Evaluated by: Director of Dept.Division
	Hiring authority: Director of Dept/Division