

**SECURITY OFFICER
BEVERLY HILLS UNIFIED SCHOOL DISTRICT**

DEFINITION

Under direction of an assigned supervisor, oversee and monitor school-site students and adults in hallways, lunch areas, parking lots and other areas at the school campus; assure the safety and security of school, students, staff and facilities. This is a full-time, 40 hour per week assignment for the school year. This position is a Classification 22, with a salary range of \$3,024. to \$3,858. per month. Applicants should submit a fully completed online application through EdJoin.org (www.edjoin.org).
The deadline for filing "Until Filled".

EXAMPLES OF DUTIES

1. Oversee and monitor students during the school day and according to established schedules and patrol areas;
2. Assure compliance with established rules, regulations and policies related to student behavior, substance abuse, monitor and observe students in hallways, restrooms, parking lots and other school facilities;
3. Enforce parking, traffic and speed regulations;
4. Patrol assigned campus areas on foot or in electric cart;
5. Provide information and directions to school visitors;
6. Escort unauthorized visitors off campus;
7. Escort students to class or the office;
8. Operate a two-way radio to communicate with other security personnel;
9. Respond to emergency situations;
10. Report vandalism and assist in maintaining the safety and security of adults, staff and facilities;
11. Communicate with law enforcement and public safety agencies regarding incidents, accidents and vandalism;
12. Lock and unlock campus areas;
13. Maintain routine records and prepare incident and accident reports;
14. Provide security services;
15. Perform first aid in emergency situations;
16. Perform other duties as assigned by the Director of School Safety, Principal, or Assistant Principal.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Modern security methods, principles and techniques;
2. Interpersonal skills including tact, patience and courtesy;
3. Oral and written communication skills;
4. Current social, cultural and behavioral issues affecting local adults;
5. Basic record-keeping techniques;
6. Crowd and traffic control methods;
7. Health and safety regulations;
8. First aid and CPR procedures.

Ability to:

1. Oversee students going to and from classes and assure compliance with established school rules, regulations and policies;
2. Patrol campus areas to maintain order and security at the school-site;
3. Relate effectively and positively with students;
4. Learn, apply and explain school rules and regulations;
5. Analyze sensitive situations and take appropriate constructive action;
6. Stand and walk for long periods of time.

Education

Any combination equivalent to graduation from high school.

Experience

One year of security experience involving public contact.

Certificate and License Requirements

Valid California driver's license; valid first aid and CPR certificates issued by an authorized agency.

WORKING CONDITIONS

Environment

School campus environment;

Physical Demands

Subject to working outdoors, walking for long periods of time and exposure to potentially violent situations.

OTHER REQUIREMENTS

Upon recommendation for employment, prospective employees will be required to provide a current verification of a negative TB test or X-ray and be fingerprinted through the Department of Justice.

Unit: California School Employees Association, Chapter 328

Salary Class: 22

Months: 10

Benefits: Per Contract