



## ***EL TEJON UNIFIED SCHOOL DISTRICT***

**Sara Haflich**  
Superintendent

### **CLASSIFIED JOB OPENING**

**POSITION:** Campus Security  
5 hours per day  
5 days per week

**LOCATION:** Frazier Mountain High School

**SALARY RANGE:** #12 \$18.25 to \$20.93 per hour

**SELECTION PROCESS:** Qualifications and suitability for the position will be assessed in an oral interview.

**APPLICATION PROCEDURE:** Interested personnel should submit a letter of interest or an application and resume to:  
El Tejon Unified School District Office  
Attn: Sara Haflich

**PLEASE DO NOT REMOVE POSTING!**

You may also apply online at [www.edjoin.org](http://www.edjoin.org)

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P. O. Box 876 - Lebec, California 93243 - (661) 248-6247 - (661) 322-1348 - (661) 248-6714 Fax  
e-mail: [district@el-tejon.k12.ca.us](mailto:district@el-tejon.k12.ca.us)

9/19/23

# El Tejon Unified School District

## CAMPUS SECURITY Job Description

### **JOB SUMMARY:**

To assist in providing a safe and secure school environment for students, staff and community under the direct supervision of the administration and campus supervisor.

### **REQUIRED QUALIFICATIONS:**

Knowledge of:

Approved techniques and methods of youth supervision;  
District rules and regulations pertaining to student behavior and conduct on campus;  
Proper English usage, vocabulary, and grammar.

Ability to:

Learn appropriate laws, crime prevention methods, and district policies and procedures;  
Relate well and exercise good judgment with students;  
Analyze situations accurately and adopt effective course(s) of action;  
Maintain order and discipline;  
Understand and carry out instructions;  
Communicate effectively in both oral and written form;  
Read and write at a level sufficient to perform required duties;  
Maintain records and write accurate, clear, concise reports;  
Exercise tact and diplomacy in dealing with students, parents and campus visitors;  
Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Training Guidelines:

Responsible experience working with youth;  
Experience with high school age youth preferred.

Education:

Education, training and experience equivalent to completion of high school.

Candidates for the position will be finger printed and will undergo a thorough background check. A current DMV printout showing no felony or misdemeanor conviction will be required.

### **ESSENTIAL FUNCTIONS OF THIS POSITION:**

1. Supervise students on school grounds, including corridors, restrooms, parking lots and adjacent areas for purpose of enforcing rules and regulations pertaining to student attendance, behavior and conduct;
2. Work with student discipline problems as directed by the principal/and or campus supervisor;
3. Maintain discipline and order on campus and at school activities, including evening and weekend activities, as assigned by the principal/and or campus supervisor;
4. Intercede in and resolve students fights and arguments;
5. Cooperate with school personnel and law enforcement agencies in prevention, control and investigation of illegal activities by persons or groups directed against district pupils, personnel or facilities.

**CAMPUS SECURITY JOB DESCRIPTION**

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- 6. Maintains inventory of assigned school equipment and supplies;
- 7. Maintains confidentiality on school-related matters;
- 8. Incorporated within one or more of the previously mentioned essential function of this job description are the following essential physical requirement:  
1 = Seldom = Less than 25 percent 3 = Often = 51-75 percent  
2 = Occasional = 25-50 percent 4 = Very frequent = 76 percent and above

- 2 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, stoop and kneel, crawl, push, pull.
- 1 g. Ability to lift 50 lbs.
- 1 h. Ability to carry 50 lbs.
- 4 i. Ability to reach in all directions.
- 2 j. Ability to separate and restrain students.

**OTHER RELATED FUNCTIONS OF THIS POSITION:**

Willingness to work irregular hours  
Other related duties as assigned.

**SALARY RANGE:**

12

**EVALUATION:**

Performance of this job will be evaluated in accordance with Board Policies and Procedures and consistent with the CSEA Agreement when applicable.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**District Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Board Approved: 9-12-19

Salary Range: 12  
5 hours per day  
5 days a week  
180 Days