DESERT SANDS UNIFIED SCHOOL DISTRICT
Office of Classified Personnel Services

Classification: SECURITY AGENT  Employment Category: Classified Bargaining Unit  Salary Range: 75  FLSA Designation: Non-Exempt

Job Summary:
Under direction performs campus security and student control services at an assigned site and related public areas to protect students, personnel, facilities and grounds as assigned.

Essential Job Functions:
- Administers first aid for the purpose of providing emergency care.
- Assists law enforcement personnel and school administrators for the purpose of carrying out their duties as it may relate to the school environment.
- Communicates with administrators and other staff for the purpose of providing assistance and information on security related issues.
- Interacts with students, personnel and general public as appropriate for the purpose of ensuring their understanding of laws, enforcement procedures and consequences of their actions.
- Coordinates with other agencies (e.g. law enforcement, community professionals, etc.) for the purpose of communicating and/or receiving information regarding situations that may affect safety within school environment.
- Investigates campus crimes and/or student related community incidents for the purpose of resolving conflicts and/or pursuing further action.
- Monitors student conduct during school activities (e.g. non-classroom activities, sports activities and special events, etc.) for the purpose of ensuring safety of students, personnel and property.
- Patrols school facilities (e.g. grounds, streets, buildings, etc.) for the purpose of providing visibility to the school population and the general public; maintaining security, deterring crime and enforcing adherence to penal and education codes and campus rules.
- Prepares documentation and various reports including incident and arrest reports, records and petitions for the purpose of providing written support and/or conveying information.
- Responds to potential emergencies and emergency situations (e.g. alarm calls, calls for service, fights, bomb threats, disasters, etc.) for the purpose of ensuring safety of students, personnel and property.
- Transports site generated funds to District office.

Other Job Functions:
- Assists teachers and site personnel for the purpose of supporting them in the completion of non-instructional work activities.
- Attends trainings as required for the purpose of maintaining skills and knowledge to perform campus security services.
- Assists traffic control in parking lot and around the school to ensure.

Essential Job Requirements - Qualifications:
- Skills, Knowledge and/or Abilities Required: Skill to appropriately intervene in emergency or potentially critical situations, diffuse potentially volatile situations, use English in both written and verbal form, communicate effectively with persons of varied educational and cultural backgrounds, document accurately. Skill to operate a two-way radio, Knowledge of policies and practices with regard to discipline, basic patrol and security methods and procedures, general investigative and law enforcement practices. Knowledge of City, State and County ordinances related to theft, arson, vandalism, malicious mischief and trespassing, applicable sections of State Education code and other applicable laws and first aid techniques. Ability to evaluate security incidents and take appropriate action according to established guidelines, observe, detect and deter improper behavior and unlawful activities, respond to disturbances and emergency situations calmly and rationally, and analyze situations accurately and adopt an effective course of action. Ability to understand and carry out oral and written instructions, maintain firm but courteous attitude toward individuals, maintain written records.
- Physical Requirements: Employees in this classification stand, walk, sit use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 150 pounds, frequently lift up to 60 pounds and constantly lift a minimum of 20 pounds; have the capability to push 50 pounds maximum force and pull 200 pounds maximum force. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District’s medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- Work Environment: Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flue, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, student disturbances; Dust (Pollen, dirt, open fields). Noise (raised voices, traffic, etc.).
- Education and Training Required: High school graduate or equivalent and one (1) year security or law enforcement experience.
- Licenses, Certifications, Bonding, and/or Testing Required:
  - Fingerprint/criminal justice clearance.
  - Tuberculosis clearance.
  - Valid First Aid and CPR Certificates.
  - Valid California’s driver’s license.
  - Possession of or ability to obtain 832 P.C. Certificate within first year of employment.
  - Possession of or completion within the first six (6) months of employment, the campus Security Course Certificate.
  - Valid California Guard Card.

Personnel Commission: 11/10/98  Revised: 07/10/01  Revised: 10/27/05  Revised: 05/2006