



PLEASE POST

ANNOUNCEMENT OF CLASSIFIED VACANCY

July 2017

**Final date to apply:**

**August 4, 2017**

**Application Process:**

An application must be submitted online at [www.EdJoin.org](http://www.EdJoin.org).

**Application must include a resume and SB 1626 Campus Security training certificate.**

*Incomplete applications may not be considered.*

**Work Schedule:**

**36.25 hours per week  
Monday - Friday  
7:30 a.m. – 3:15 p.m.**

**Work Year:**

10 months per year  
Start of school (mid August) through end of school (mid June)  
*follows student calendar*

**Salary:**

Classified Range 23

Step 1 - \$3019.79 month  
Step 2 - \$3171.14  
Step 3 - \$3332.46  
Step 4 - \$3496.50  
Step 5 - \$3672.32

*Initial step placement, up to step 3, will be determined by verifiable years of related experience and other appropriate considerations. Step increase will occur annually on anniversary date until maximum step is reached (step 5)*

- 13 paid holidays per year
- Paid, vacation, sick and personal necessity leave
- CalPERS Retirement

**CAMPUS SECURITY ASSISTANT**

Under the direction of the Dean of Students or other assigned administrator, patrol and monitor campus to maintain order, security and student safety at the high school campus; assure student compliance with school and District policies and regulations.

**Education and Experience**

- Graduation from high school or equivalent; Campus Security training
- Experience working with high school age students in an organized setting.
- Any combination of training and experience to demonstrate possession of the knowledge and abilities required

**Knowledge and Abilities**

Knowledge of general needs and behaviors of high school age students; basic methods of individual and group supervision; approved procedures and techniques involved in the supervision and discipline of students; health and safety regulations; oral communication skills; interpersonal skills using tact, patience and courtesy.

Ability to monitor and patrol campus to maintain order and security; analyze situations accurately and adopt an effective course of action; learn, interpret and apply school and District rules, regulations, policies and procedures; understand and follow oral and written directions; establish and maintain cooperative and effective working relationships; communicate effectively with students; operate a variety of job related equipment such as a two-way radio; operate a computer at a basic level to check and respond to email; maintain confidentiality of student and school information.

**Certification Requirement**

- Certificate of completion for Campus Security training, in compliance with Education Code 38001.5

**Licenses and Other Requirements**

- First Aid & CPR
- Valid California Driver license

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