

# California Military Institute

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Board Approved: October 20, 2004  
Salary Schedule: 281; Row: 1

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

## **JOB TITLE: CMI CAMPUS SAFETY OFFICER**

**JOB PURPOSE STATEMENT:** To support the school administration in maintaining campus safety.

## **JOB FUNCTIONS:**

- Supervises or assists in the supervision of student eating areas
- Enforces school procedures related to eating areas, including trash disposal and the like
- Ensures that unauthorized persons are not on the school grounds during lunch, and that students do not leave the grounds without permission
- Patrols school facilities (e.g. grounds, roads, buildings, etc.) for the purpose of providing administrative visibility within the school setting to students and the general public and maintaining security and deterring crime
- Informs students, personnel and the general public as appropriate for ensuring their understanding of laws, enforcement procedures and consequences of their actions
- Monitors school activities for the purpose of ensuring safety of students, personnel, and property
- Interacts 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 the school environment
- Investigates potential campus crimes and/or student related community incidents for the purpose of resolving conflicts and/or pursuing further action
- Reports individuals suspected of engaging in illegal activities for the purpose of reporting to law enforcement personnel
- Responds to potential emergencies (e.g. alarm calls, bomb threats, fights, etc.) for the

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**JOB FUNCTIONS – continued**

purpose of ensuring safety of students, personnel and property

- Prepares documentation for the purpose of providing written support and/or conveying information
- Secures buildings and other areas requiring security
- Monitors students in classroom if needed
- Administers first aid and CPR for the purpose of providing emergency care
- Participates in regular school site safety inspections
- Knows adolescent behavior and variations
- Develops effective relationships
- Intervenes in emergency or potentially critical situations
- Diffuses potentially volatile situations
- Communicates effectively with persons of varied educational and cultural backgrounds
- Documents accurately
- Follows written and oral direction
- Enforces school policies and procedures
- Knows harassment issues
- May be exposed to bodily fluids
- Performs related duties as assigned or needed

**PHYSICAL ABILITIES:**

- Visual ability to read handwritten/typed documents and instructions and observe accurately from a distance
- Able to conduct verbal conversation in English

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PHYSICAL ABILITIES - continued

- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), climb, and walk
- Able to stand and walk for sustained periods of time
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to work a wide range of weather conditions

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma

Experience:

- Prior experience working with young people in an organized establishment is desirable

Licenses, Certifications, Bonding, and/or Testing:

- Standard Red Cross First Aid Certificate (training available for current employees)
- CPR - Cardiopulmonary Resuscitation Certificate (training available for current employees)
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Non-Union Position