

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: SECURITY ATTENDANT****BASIC FUNCTION:**

Under the direction of an administrator, perform a variety of duties related to protecting the students, personnel, facilities and grounds of an area or location; patrol campus buildings, grounds and report security violations and incidents; assure compliance with District rules and policies.

ESSENTIAL DUTIES:

- Perform a variety of duties related to protecting the students, personnel, facilities; assure visitors are authorized visitors; monitor lunch areas, walkways, restrooms and parking lots.
- Patrol campus facilities and report security/safety violations and incidents; monitor and secure entry and exit points.
- Ensure compliance with District policies and procedures.
- Observe and report unusual, suspicious or suspected criminal activities to site administration and/or law enforcement.
- Direct and escort authorized visitors and students to desired destinations; provide general information and assistance; direct traffic.
- May be required to provide accurate notes and information to administration.
- May be required to assist with security at school related events that would include crowd control and to ensure safety.
- Operate a two-way radio and other equipment including computers and office equipment.
- Administer emergency first aid, Cardiopulmonary Resuscitation (CPR) and/or utilize Automated External Defibrillator (AED).

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE/ABILITIES:

Effective methods of individual and group supervision.

District policies, procedures and regulations concerning campus safety and security.

Crowd control procedures and strategies.

Detect and identify drugs, substances and drug paraphernalia.

Detect and identify dangerous objects and weapons.

Maintain a professional relationship with students, staff and school community.

Monitor and ensure students are compliant with District policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written instructions.

Maintain accurate routine records.

Determine appropriate action within clearly defined guidelines.

Communicate effectively both orally and in writing.

Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent.

LICENSES AND OTHER REQUIREMENTS:

First Aid certificate and CPR card issued by an authorized agency, valid SB 1626 Certification, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS:

Stand, walk and sit for extended periods of time.

See to monitor student activities.

Hear and speak to exchange information.

Bend at the waist, kneel or crouch.

Dexterity of hands and fingers to utilize equipment.

Push or pull campus gates and doors.

Lift and carry objects weighing up to 50 pounds and over 51 pounds with assistance.

Reaching overhead, above the shoulders and horizontally.

Climb ladders and work from heights to check areas and attach signage.

Physical contact with individuals.