

Complete clear and concise descriptive reports of incidents, problems, students, or situations that required intervention, and serve as a witness in student conferences, disciplinary hearings, or other District proceedings; report all incidents in a timely manner. **E**

Promote and maintain good community relations, and inform the administrator of any community interactions or complaints immediately; report any suspected child abuse immediately to the administrator. **E**

Provide a secure environment for students and staff by encouraging students to maintain order and cooperate with staff at all times. **E**

Maintain a high degree of courtesy and respect for students, staff, and the public by interacting in a professional and controlled manner at all times, remaining neutral as possible in a dispute, being a role model of professionalism for students; report all incidents to assigned supervisor so that a record of what transpired is available. **E**

Monitor and report any unusual or strange behavior or events to security team and/or supervisors by interviewing students or individuals not in assigned areas, questioning strangers in the school building or on campus, reporting information in a timely manner, and providing eyewitness information. **E**

Handle situations calmly and with authority.
Assist students in developing self-help and social skills.
Work independently and within scope of authority.
Learn the procedures, functions, and limitations of assigned duties.
Establish and maintain effective working relationships with others.
Communicate effectively, both orally and in writing, with children and adults.
Be flexible and work effectively with constant interruptions.
Perform moderate to heavy lifting of students.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Write clear and concise descriptive reports of problems, students, or situations that required intervention.
Understand and carry out oral and written directions; print and write legibly.
Operate a two-way radio system.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Communicate effectively with students and adults.
Exercise strict confidentiality of school and student issues.
Use good judgment in situations affecting campus security.
Meet State and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Diversified special education classroom and other learning environments; outdoor and indoor school site environment; subject to adverse weather conditions; and constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Walk or stand for extended periods of time; climb stairs and ramps; break up fights, and move in a swift manner to intervene in situations; see to monitor student behavior and activity; and hear and speak to exchange information.
Bend at the waist, kneel, or crouch to assist students; stand, kneel, and/or sit for short or extended periods of time to restrain students who become physically aggressive.

SAMPLE HAZARDS:

Occasional contact with dissatisfied individuals; possible exposure to anti-social behavior and verbally and