



## CAMPUS SAFETY ASSOCIATE

### **BASIC FUNCTION**

A Campus Safety Associates primary role is the overall safety of the assigned campus. Campus Safety Associates operate from the relationship model of intervention, while advising and redirecting appropriate standards of behavior. Safety Associates work as a team with building administration to mitigate unsafe situations. Safety Associates are highly visible while patrolling the school and school grounds. Safety Associates assist with the physical and personal safety and security measures for students and faculty. Safety Associates monitor, observe and direct the movements of campus visitors to the appropriate locations. Safety Associates perform these roles in a professional manner that align with the Portland Public Schools high standards of excellence.

### **REPRESENTATIVE DUTIES**

- Patrol campus buildings, grounds and parking lots while they observe behavior and take action to prevent unruly behavior and unsafe or illegal acts; report the presence of unauthorized individuals at or near the school.
- Report to designated leaders all criminal activity or rumor of such activity that could possibly endanger the safety and welfare of students, staff, and community members; confer with school building administrators and security supervisors regarding activities, problems, recommendations regarding all issues pertaining to matters of common interest.
- Check assigned campus-adjacent and peripheral areas, such as parking lots, gymnasiums, and other buildings on district grounds regularly; secure buildings by locking doors and gates, as directed.
- Demonstrate a commitment to the Portland Public Schools Racial Equity and Social Justice Commitment by developing a thorough knowledge and application of the district Racial Educational Equity Policy, the PPS RESJ Framework and Plan, and the PPS RESJ Partnerships Investment Strategy and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to educational practices with awareness and understanding of their impact in a racially and culturally diverse community.
- Assist in directing emergency evacuation or lock downs as directed by administrators and public safety agencies.
- Escort students on safety plans and IEPs.
- Review video surveillance and issue trespass notices as directed by Security Supervisors.

- Attend and participate in weekly Safety Associate team meetings, monthly safety meetings, and administration and safety teams.
- Participate in restorative circles with Restorative Justice personnel.
- In collaboration with school administration, issue tier one referrals to students.
- Assist school administration in conducting searches for contraband, weapons, and of school property.
- Participate as a member of the emergency response team and in evacuation chair training.
- Engage with unauthorized personnel, including transients, on district campuses.
- Report community and public situations to appropriate Portland authorities that may impact campus safety (such as campsites, abandoned vehicles, etc.).
- Conduct locker combination changes at the end of the school year.
- Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES**

#### *Knowledge of:*

- Local, state and federal laws regarding child abuse, controlled substances, loitering, truancy, alcohol and search and seizure
- Individual and group adolescent behaviors, interests and attitudes.
- Investigation principles, techniques and laws.
- Diversity and cultural competency initiatives in school safety service delivery.
- Multicultural communities and specific ethnic populations.
- Report writing, logs and records constructs consistent with public safety standards.
- Safety rules and procedures to be observed by students.
- Standards of courtesy and behavior expected of students.
- Vocabulary and usage of terms common to youth.
- Restorative justice practices.
- Youth and violence prevention practices.
- Multnomah County juvenile probation and parole procedures and processes.

#### *Ability to:*

- Patrol buildings, grounds and adjacent areas to a school or District site to maintain order and prevent illegal acts.
- Exercise careful judgment, diplomacy and tact in the performance of duties.
- Demonstrate strong, empathetic listening and interpersonal relationship skills and communicate orally with students and parents.
- Understand, apply and explain school rules and regulations and procedures.
- Keep records and logs and prepare reports.

- Understand and follow oral and written directions.
- Learn District organization, operations policies and procedures.
- Understand adolescent behavior.
- Maintain security within and around an assigned building and its properties.
- Establish a good rapport with students.
- Demonstrate a non-threatening, assertive presence.
- Promote an environment that practices inclusion, equity and diversity.
- Conduct interviews and observations for investigation purposes.
- Deliver a high-level of customer service.
- Work independently under minimal supervision.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Advocate, model, learn and implement Portland Public Schools Racial Equity Initiative, Affirmative Action and other board policies.
- Manage conflict, deal with controversy and handle sensitive information and data with confidentiality.
- Demonstrate strong interpersonal, written and verbal communication skills.
- Be consistent, firm and supportive with students while attending to their safety.
- Act and communicate effectively in crisis situations.
- Exercise physical force when necessary in restraining a student or adult in accordance with established policies, procedures, guidelines and laws.
- Operate a two-way radio.
- Operate a vehicle observing safe and defensive driving techniques.
- Operation a variety of technologies, software and office machines.
- Establish and maintain cooperative and effective working relationships with others.

### **EDUCATION AND EXPERIENCE**

Education: Equivalent to graduation from high school with college coursework in the administration of justice, psychology, police science, ethnic studies and or/adolescent and child development are required.

Experience: One year of experience working with adolescents or young adults in a structured environment such as an education center, counseling center, community based social service agency, or similar setting is required. Experience working with under-represented, diverse communities and at-risk youth is preferred.

*Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.*

Special Requirements:

Positions in this classification require possession of a valid Oregon Class C driver's license and may require the use of a personal automobile.

Current American Red Cross standard first aid and cardio-pulmonary resuscitation certifications are required within six (6) months of employment and must be maintained throughout district employment.

In accordance with the State of Oregon Department of Public Safety Standards and Training, any person working as a Campus Safety Associates be certified as an unarmed private security professional (ORS 181.870; OAR 259-060-0005 thru OAR 259-060-0450). Certification must be provided at the time of appointment. School Safety & Security continuing education courses and certifications are required to be maintained throughout the course of employment.

Some positions in this classification may require the ability to communicate effectively, both orally and in writing, in a language other than English.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in an elementary, middle, K-8 and/or High School campus environment with extensive student, parent and public contact and frequent interruptions.

**Hazards:** Potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

**Remote Work Eligibility:** not eligible

*Bargaining Unit:* PFSP

*Salary Grade:* Per Contract

*Work Year(s):*

***Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).***

*Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.*