

I. IDENTIFYING INFORMATION

Class Title: School Security Attendant
Bargaining Unit: 03
Salary Range: SR09
Position Number: 27540010, 27540011
Geographic Location: Waianae, Oahu, HI
School: Kamaile Academy PCS

II. INTRODUCTION

Patrols a school campus to detect improper conduct or possible hazards to prevent or discourage disturbances, loitering, or other unacceptable student behavior, and to provide practical assistance to students as needed; enforces school rules and regulations; observes and reports any unusual occurrences or property damage.

III. MAJOR DUTIES AND RESPONSIBILITIES

1. Performs campus supervision by patrolling the school ground during class, lunch, and before and after school hours;
2. Observes and reports on unusual behavior on campus;
3. Discusses problems with students and encourages them to seek or accept assistance and/or counseling;
4. Ensures the safe and orderly movement of pedestrians and vehicular traffic in and around the school grounds; enforces school rules and regulations by prohibiting student smoking, gambling, fighting, vandalism, etc.;
5. Inspects and patrols playground, bathrooms, assembly areas, cafeteria, and other facilities to identify safety and security hazards;
6. Corrects or reports hazards as appropriate; directs unauthorized persons and drivers off the school premises;
7. Assists the school administration and staff with supervision and control at special student activities as needed;
8. Instructs loitering students to proceed to their destination; assists teaching staff and others in handling overt disturbances;
9. Informs school administrators of critical situations which may require police, fire, or other outside assistance.
10. Other duties as assigned.

IV. CONTROLS EXERCISED OVER THE WORK

- A. Supervisor: Position is under the general supervision of the School Security Officer.

B. Nature of Supervisory Control Exercised Over the Work.

Operates independently in accordance with established procedures and general instructions. Discretion is used in determining the manner in which to approach students and others in violation of the rules.

V. RECOMMENDED QUALIFICATIONS

A. Skills/Abilities:

Give and receive simple oral and written instructions; observe and report, orally and/or in writing, any unusual student behavior; give assistance and simple guidance to students; think and act quickly in an emergency; decide on and provide appropriate measures to prevent damage to other and/or property; and get along well with others.

Physical Requirements: Applicants must be physically able to perform efficiently the duties of the position, which are described elsewhere in this specification. Good distant vision in one eye and the ability to read without strain printed material the size of typewritten characters are required, glasses permitted. The ability to hear the conversational voice, with or without a hearing aid, is required. Applicants with an amputation of an arm, hand, leg, or foot may be required to compensate for that condition by the use of a satisfactory prosthesis. Any physical condition which would cause applicants to be a hazard to themselves or others will disqualify from appointment. In addition, applicants must possess emotional and mental stability.

A person with a handicap will be considered upon demonstration of ability to perform the required tasks or have the ability or means to compensate sufficiently for a handicap to perform the job.

B. Experience:

Applicants must possess either experience (paid or unpaid), education, training or any combination thereof which demonstrated the ability to meet and deal effectively with people and the ability to read, write and understand basic oral and written English.

The requirement for the ability to work with people may be met from part-time and unpaid work. There must, however, be evidence that participation was on a continuous basis but not necessarily on a full-time, normal-work basis. Examples of acceptable part-time/unpaid work: 1) a person who reported once a week for a few hours to assist in the supervision and guidance of groups of boys and girls in connection with such organizations as the Boy Scouts, Police Activities League (PAL) and POP Warner League or 2) a person who has performed volunteer work at the Hawaii State Hospital on a regular and continuous basis, reporting once a week for a few hours to assist in the care of patients. An example of acceptable part-time work is work as a salesperson.

The requirement for the ability to read, write and understand basic oral and written English may be met by successful completion of high school level courses in English, 6 months of work experience, which involved following written as well as oral instructions and preparing simple reports or any comparable combination of education and experience.

Quality of Experience: Possession of the required amount of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and responsibility as to conclusively demonstrate that the applicant has the ability to perform the duties of the position for which the applicant is being considered.