

**ZANESVILLE CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b>	<b>CAMPUS SECURITY (HIGH SCHOOL / MIDDLE SCHOOL LEVEL)</b>	<b>REPORTS TO:</b>	Principal or designee
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**TRAINING  
QUALIFICATIONS**

- High school diploma or GED equivalency
- Experience with video/surveillance equipment
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REQUIRED SKILLS  
AND ABILITIES**

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

**PERSONAL  
QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

**JOB GOAL**

To assist the building principal and/or designee in maintaining building security throughout the school building and grounds to ensure the safety of all

**WORK ENVIRONMENT  
CHARACTERISTICS/  
CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Frequent work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing, etc.

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:  
Revision date:

POSITION NO. 4.74

- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. Builds rapport and positive, trusting relationships with all students and staff in the building
2. Secures all outer doors after the first period tardy bell rings
3. Assists in the supervision of parking lots before, during and after the school day
4. Patrols hallways on a regular basis, checks restrooms and verifies students' passes
5. Assumes responsibility for surveillance equipment; viewing and dubbing as needed
6. Investigates and searches video evidence to assist with theft, vandalism and other disciplinary issues
7. Escorts students, on as needed basis, to designated location as requested by building principal/designee
8. Assists with the supervision of students during emergency drills/situations, assemblies, and lunch
9. Works closely with the administration on student and security issues; de-escalating situations with students as needed
10. Collects witness statements relating to investigation process
11. Works closely with school resource officer on duty
12. Participates in any in-service training programs, as assigned
13. Performs other tasks assigned by the building principal on an as needed basis

TERMS OF EMPLOYMENT	180 contract days
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