

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

Request identification from adults and students who appear to be placed for the circumstances, and assist them, as necessary, when on legitimate school business.

Assist in the investigation of incidents of negative conduct occurring on school property; coordinate investigative and prevention efforts with assigned supervisor, local law enforcement, and other agencies, as appropriate, to maximize prevention and cessation of illegal and destructive activities. E

Gather information from various sources concerning possible illegal or undesirable activities; inform the principal and assigned supervisor of information gathered from various sources concerning possible illegal or undesirable activities occurring on school campus.

Document and record all legally required data pertaining to thefts, vandalisms, assaults, trespassing, drug offenses, etc., and prepare statements from witnesses, evidence forms, security, property loss, and other reports, as necessary. E

Organize, train and provide school site support and administer school safety protocols and best practices assigned,

Hear and speak to exchange information in person, on the telephone, or by two-way radio; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare reports, monitor student behavior, a computer monitor; walk, sit, or stand for extended periods of time; break up fights, and move in a swift manner to intervene in situations; traversing across uneven surfaces such as stairs, ramps, pavement, etc.; agile and in good physical condition; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files.

SAMPLE HAZARDS:

Exposure to verbal abuse and harassment; potential physical hazards involved in intervening in illegal, and violent behavior; possible intervention of fights and confrontations.