



# LAKE TAHOE UNIFIED SCHOOL DISTRICT CLASSIFIED EMPLOYMENT OPPORTUNITY

September 25, 2019

**POSITION:      CAMPUS SECURITY ASSISTANT**

South Tahoe High School

**SCHOOL YEAR:**            **2019-2020**

**HOURLY RATE:**            **Range 9: \$16.18/hr - \$20.63/hr (Current Employees ONLY)**  
(Base hourly rate not including longevity)

**Range 9: \$16.18/hr - \$17.83/hr (New Hires ONLY)**

**HOURS &**

**WORK WEEK:**            **7.25 hrs. /day (Monday - Friday)**

**DUTY DAYS:**            **180/yr.**

Lake Tahoe Unified School District is in search of a Campus Security Assistants to assist the site administrators in monitoring and overseeing student conduct in hallways, lunch areas, parking lots and other areas at the high school campus; oversee on-campus tutorial classes; assist in maintaining the safety and security of the school, students, staff and facilities.

**REPRESENTATIVE DUTIES:**

- Assist administrators in monitoring and overseeing student conduct in hallways, lunch areas, parking lots and other areas at the high school; assure safe and timely student traffic between class periods.
- Assign students to and oversee on-campus tutorial classes; assure required attendance and appropriate conduct and report issues, problems or concerns to appropriate personnel.
- Observe, intercept and report loiterers and unauthorized individuals on, around and in District property; break up fights and verbal altercations; escort students to office for disciplinary action as needed; notify and communicate directly with District and City police officers and Sheriffs as needed.
- Observe and control student access to campus, verifying proper clothing, checking for possession of, and confiscating, tobacco, drugs, weapons and other illegal or unauthorized articles; assure students have proper authorization before leaving campus.
- Assist in and conduct searches in student lockers and automobiles according to established procedures; report findings to administrators and police as necessary.
- Issue student lockers as assigned; receive and count money from various school clubs; notify appropriate individuals of discrepancies; arrange money for change boxes as assigned.
- Assist with referrals from teachers for excessive tardiness as necessary.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic methods and procedures of patrolling buildings and grounds.
- Skills utilized to maintain positive relationships with students and adults.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Basic record-keeping techniques.
- Oral and written communication skills.

**ABILITY TO:**

- Learn, apply and explain District policies, rules and regulations related to parking and security of buildings and grounds.
- Patrol and monitor campus to maintain order and security on a school campus.
- Assure student compliance with school and District policies & regulations.

- Analyze emergency or difficult situations quickly and accurately and adopt an effective course of action.
- Retain composure in stressful and difficult situations.
- Understand and work within scope of authority.
- Write clear and concise reports.
- Read, understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Observe legal and defensive driving practices.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of security experience.

**WORKING CONDITIONS:**

ENVIRONMENT:

- Outdoor environment.
- Possible fights and confrontations.

PHYSICAL ABILITIES:

- Standing for extended periods of time.
- Running and walking.
- Hearing and speaking to exchange information.
- Seeing to monitor student activities.

HAZARDS:

- Exposure to adverse weather conditions.
- Potential physical hazards involved in intervening in altercations.

**APPLICATION PROCEDURE CURRENT EMPLOYEES ONLY:**

Please submit an application packet to Dana Lincoln/Human Resources Department to include:

**EDJOIN CLASSIFIED APPLICATION – [www.edjoin.org](http://www.edjoin.org)**

**LETTER OF INTEREST** elaborating on training, goals, and relevant experience. Please include detailed information regarding your technology experience and skills related to the requirements listed above.

*\*A hard copy of the In-District application is available at the Education Center.*

**APPLICATION PROCEDURE CANDIDATES NOT CURRENTLY EMPLOYED BY LAKE TAHOE UNIFIED SCHOOL DISTRICT IN A PERMANENT POSITION:**

Please submit an application packet to Dana Lincoln/Human Resources Department to include:

**EDJOIN CLASSIFIED APPLICATION – [www.edjoin.org](http://www.edjoin.org)**

**LETTER OF INTEREST** elaborating on training, goals, and relevant experience. Please include detailed information regarding your technology experience and skills related to the requirements listed above.

**RESUME**

**MINIMUM OF 3 LETTERS OF RECOMMENDATION**

**PLEASE SCAN AND UPLOAD LETTERS THAT ARE SIGNED AND DATED! LETTERS THAT ARE NOT SIGNED OR DATED WILL NOT BE CONSIDERED AND MAY RESULT IN AN INCOMPLETE APPLICATION PACKET.**

Questions regarding this position may be directed to: Dana Lincoln, Human Resources Department at [dlincoln@ltusd.org](mailto:dlincoln@ltusd.org)

**DEADLINE FOR APPLICATION: Open Until Filled**

***Lake Tahoe Unified School District is an Equal Opportunity/Affirmative Action/ADA Employer***