

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Lead Campus Security **District Safety Officer**

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 18

Definition:

WORK YEAR: 260 days

POSITION DESCRIPTION:

Under the general supervision ~~of the Fontana USD Police management and/or certificated administrator,~~ leads ~~provides leadership, guidance, and situational work coordination and directs Campus Security II personnel task direction to~~ District Safety Officers at assigned work sites. Patrols campuses during normal ~~department~~ department service hours, responds to alarm calls and works as a liaison with the Fontana School Police Department; and/or other law enforcement agencies. Maintains records and prepares written reports; performs related duties as assigned.

Class Characteristics:

~~This is the Lead Campus Security position assigned to the School Police Department. Positions in this class report directly to a certificated administrator, School Police Corporal or Sergeant and are assigned lead duties related to maintenance of security of students, staff, and visitors at assigned District sites. Leads or directs the activities of Campus Security II personnel.~~

Incumbents shall demonstrate good judgment in the application of ~~District~~ district and school policies in the performance of their duties.

~~Positions in this class are assigned to the Lead District Police Department. Lead Campus Security~~ Safety Officers are non-sworn and do not possess peace officer powers.

Examples of Duties:

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Leads and directs activities of ~~Campus Security personnel~~District Safety Officers (DSO) in the field.
- Monitors and tracks ~~Campus Security personnel~~DSOs to ensure adherence to work schedules. Maintains and monitors sign-in sheets for ~~CSO's~~DSOs.
- Assists school administrators and FUSD PD management with scheduling and assigning ~~Campus Security~~DSOs to posts. -Monitors and checks post coverage.
- Ensures ~~Campus Security personnel's~~DSO's compliance and adherence with the ~~Campus Security~~DSO uniform, grooming and equipment policies in the ~~Campus Security~~District Safety Officer Policy and Procedures Manual.
- ~~Assists and provides input to FUSD PD Management and school administrators with the preparation of Employee Evaluations/Performance Reviews.~~
- Provides input to management regarding employee evaluations/ performance reviews.
- Monitors radio transmissions to ensure compliance with radio policy.
- Assists in developing training ~~plan~~plans for new ~~Campus Security personnel~~DSOs.
- Acts as ~~Campus Security~~a District Safety Field Training Officer.
- Assists in the preparation of annual recurring training for ~~Campus Security personnel~~DSO.
- Prepares written reports to ~~FUSD PD~~ Management regarding personnel performance and violations of policies and procedures by ~~Campus Security personnel~~DSO's.
- May be called upon to perform routine ~~Campus Security~~DSO duties.
- Patrols FUSD sites to ensure the safety and security of students, staff and visitors.
- Responds to alarms and requests for use of facilities.
- Monitors and maintains police radio communications, police vehicles, dispatch equipment, camera surveillance and alarm equipment.
- Minimum~~Assists FUSD PD by responding to emergency calls.~~
- Assists FUSD Police Department with use-of-force reviews, lock downs, and lock down drills.
- Delivers legal documents to the Court Liaison, District Attorney office and Courts.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Two (2) years of successful District Safety Officer experience at FUSD or other comparable work experience

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Valid First Aid and CPR Certificates
- Pass FUSD PD District Safety Officer physical fitness and agility test
- Police Officers Standards and Training (POST) PC832 Certificate
- Taser training within 30 days of employment
- Narcan and pepper spray training
- School Security SB390 training certificate

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic safety rules and procedures;~~basic~~
- Basic principles of first aid/CPR;~~basic~~
- Basic use of a fire extinguisher;
- Security alarm, radio, video camera, and dispatch monitoring;
- Basic leadership skills;
- Perform basic math quickly and accurately
- Police vehicle and radio communication equipment maintenance
- Organizational or departmental operations, services, and policies
- Local, state and federal laws and regulations

Ability to:

- Learn and apply with good judgment ~~District~~district and school policies related to student behavior and activities
- Monitors the behavior and activities of students, staff and visitors in a wide variety of situations
- Use appropriate measures to maintain the physical safety of students, staff, and visitors.
- Display courtesy~~—and,~~ establish and maintain effective professional relationships with students, staff, parents and the community
- Communicate effectively, orally and in writing
- Operate hand-held ~~radio~~radios and adhere to proper radio procedures.

Education:

- Work on weekends and night shifts depending on district needs
- Use handcuffs, pepper spray and fire extinguisher as needed
- Monitor and respond to dispatch and school site calls
- Utilize interpersonal skills with tact, patience & courtesy
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This ~~Completion of the twelfth grade or equivalent.~~

- job is performed both indoors and outdoors
- Exposure to extreme temperatures, noise, vibration, moisture and/or humidity, fumes, dust, dirt

Driving a

Experience:

~~Two (2) years of successful Campus Security experience at FUSD or other comparable work experience.~~

License and Certificates Required:

~~Valid California Driver's License. Valid First Aid and CPR Certificates issued in conformance with the American Red Cross recommendations and guidelines for CPR, First Aid, and emergency care.~~

Work Schedule:

- ~~Dependent on District needs. May include weekend and night shift vehicle to conduct~~ work.
- May encounter hazardous drugs, violence and physical altercations at work sites

Hazards:

- Potential exposure to communicable diseases, blood-borne pathogens, and bodily fluids

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands and Working Conditions:

~~Requires~~The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bending, twisting, stooping, kneeling, crouching, crawling and reaching
- Enduring considerable walking, standing and running. ~~May require prolonged exposure to weather elements. May require climbing,~~
- Climbing stairs, ladders and riding a bicycle riding, and lifting. ~~May require the restraining of~~
- Demonstrating the manual strength and dexterity to restrain students and non-students.

Additional Qualifications:

~~Pass FUSD PD Campus Security physical fitness and agility test.~~

Desirable Qualifications:

- ~~Previous supervision experience with youth groups, organizations; gang awareness or supervision of security personnel. Bilingual language abilities.~~Communicating so that others will be able to clearly understand a normal conversation
- Understand speech at normal levels
- Wearing a ballistic vest in all weather conditions
- Identifying and distinguishing colors accurately
- Observing accurately an area both with focused vision and peripheral vision
- Judging accurately distances and spatial relationships

- Lifting, carrying, dragging, pushing, and/or pulling 100 pounds or more, with assistance

Original Board Approval: 06/04/2009

Revised: 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT SAFETY OFFICER
JOB DESCRIPTION

TITLE: District Safety Officer

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 17

Definition:

WORK YEAR: 203 days

POSITION DESCRIPTION:

Under ~~direction of site administrator, Lead Safety Officer or Police Department Administrator~~ general supervision, supervises and manages student and non-student behavior ~~on a high school, middle school or elementary school campus per assignment;~~, maintains written records, and makes written reports; responds to security calls and urgent situations when dispatched; investigates situations of property damage, theft, and suspicious or criminal activities; and performs safety patrol related duties as required.

Class Characteristics:

Positions in this class are assigned duties related to the control of student and non-student behavior ~~on a school campus.~~ The District Safety Officer must learn and demonstrate good judgment in the application of ~~District~~ district and school policies to each situation as it arises; and ensure the safety of students, staff, and all visitors. Successful performance requires that the District Safety Officer be able to establish rapport and gain the respect of students; ~~control student behavior in routine classroom and non-classroom activities and non-students,~~ and identify and handle the presence of unauthorized individuals on the campus. District Safety Officers are non-sworn employees and do not have Peace Officer status.

Examples of Duties:

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

1. Observes and ~~controls~~ manages student and non-student behavior in classroom and non-classroom activities, including, but not limited to, before and after school activities, lunch time supervision, and special school activities ~~such as dances, assemblies, bus boarding and athletic events.~~

2. Observes, controls or reports any disruptive activity or damage to school property and/or private property.
 - ~~Under the supervision of a Police Department Administrator, issues parking citations on school campuses~~
3. Reports unusual activities or unauthorized persons on campus to appropriate personnel.
4. Regularly patrols student parking areas and issues warnings; may be called upon to regulate traffic flow in areas surrounding campuses or to gain access to or egress from campus; may be called upon to provide street crossing services to pedestrian students and non-students.
5. ~~At the direction of an administrator, contacts parents, school, law enforcement agencies and other groups to give or obtain information related to attendance, student behavior and other job-related items; may~~ May be called upon to testify at pre-expulsion and expulsion meetings or in a court proceeding regarding student and non-student observations, reports and actions.
6. May accompany an administrator, peace officer, Lead District Safety Officer or other District employee when transporting students to or from school and during home visits.
7. Maintains written records related to security matters.
8. Makes detailed written reports of job activities related to security matters.
9. Assists with school office tasks that are related to security matters.
10. Enforces ~~District~~district and campus rules and regulations.
11. Patrols school buildings, campuses and adjacent community streets.
12. May search and disarm students and non-students, with certain restrictions, to protect self and others.
13. May detain students or non-students until the arrival of law enforcement personnel.
14. May physically search students or non-students for ~~weapons and/or other contraband.~~
15. ~~May assist students, staff and visitors experiencing car problems using discretion based on tools and training as needed.~~
16. May detain students or non-students utilizing pepper spray and/or handcuffs.
17. Works in cooperation with faculty, administration and law enforcement for the security and protection of students, non-students and staff on school grounds.
- MinimumProvides guidance in various emotional situations and environments, prevents and stops fights and conflicts, diffuses any negative verbal communications and altercations among students, and intervenes when necessary.

- Assists with lockdown drills, investigates 911 hang-up calls at the site, and investigates fire alarm calls.
- Responds to security calls and urgent situations when dispatched, such as active shooters, bomb threats or extenuating circumstances where a lockdown of the site will occur.
- Conducts searches in backpacks, cars, lockers, etc. for contraband and according to established procedures.
- Administers medical aid, including Narcan administration to students in need.
- Operates a golf cart to monitor campus and conduct work; performs basic maintenance on carts as needed.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school diploma or GED equivalent, or higher

Experience:

License and Certificates Required:

A valid

- Individuals possessing the knowledge and abilities listed below are considered to possess the necessary experience

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License-
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance

- Valid First Aid and CPR Certificates ~~issued in conformance with the American Red Cross recommendations and guidelines for CPR, First Aid and emergency care.~~
- Police Officers Standards and Training (POST) ~~PC832~~PC 832 Laws of Arrest Certificate
- Pass Fontana USD Police Service (FUSD PD) District Safety Officer pre-employment physical fitness and agility test
- Successfully complete the following trainings within four (4) months of hire:
 - Narcan and pepper spray training
 -
 - SB 390 School Security training certificate
 -
 - SB 1626 training
 -
 - PC 832 training

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic safety rules and habits; ~~basic~~
- Basic principles of first aid; ~~basic~~
- Basic use of a fire extinguisher; ~~protocol~~
- Protocol for searching, detaining and disarming students and non-students; ~~techniques~~
- Techniques for proper use of Narcan, pepper spray and handcuffs;
- Modern office practices, procedures and equipment
- General office procedures and protocols
- Identification of narcotics and alcohol
- Basic interest, attitudes and emotional development of students
- Gang trends and awareness

Ability to:

- Learn and apply, with good judgment, ~~District~~district and school policies related to student behavior and activities; ~~control~~
- Control the behavior and activities of students and non-students in a wide variety of situations; ~~use~~
- Use Narcan, pepper spray and handcuffs where appropriate; ~~demonstrate~~
- Demonstrate proper arrest procedures as per POST PC 832; ~~establish~~
- Establish effective working relationships with students, staff, parents and the community;

- Establish rapport and gain the respect of students, control student behavior in routine classroom and non-classroom activities, and identify and handle the presence of unauthorized individuals on the campus
- Understand, follow, and communicate effectively, both orally and in writing;~~operate~~
- Operate a hand-held radio;~~following proper radio etiquette~~

Education:

- ~~High School Diploma/equivalent or higher.~~
- Demonstrate interpersonal skills using tact, patience, and courtesy
- Patrol and monitor an assigned campus to maintain order, security, safety and the well-being of students and staff
- Observe situations and accurately determine an effective course of action
- Identify and distinguish colors
- Respect the confidentiality of work-related incidental information
- Prevent or break up student conflict and fights
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here

Experience:

- ~~Individuals possessing the knowledge and abilities listed above are considered to possess the necessary experience.~~

~~Incorporated within one or more of the previously mentioned performance responsibilities, which are representative of those an employee encounters while performing the essential functions of this job description, are the following. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential physical requirements;functions.~~

- ~~Ability to bend, twist, stoop and reach.~~
- ~~Ability to endure~~This job is performed both indoors and outdoors
- Exposure to extreme temperatures, noise, vibration, moisture and/or humidity, fumes, dust, dirt
- Driving a District vehicle to conduct work
- May encounter hazardous drugs, violence and physical altercations at work sites

Hazard:

Potential exposure to communicable diseases, blood-borne pathogens, and bodily fluids

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bending, twisting, stooping, kneeling, crouching, crawling and reaching
- Enduring considerable walking, standing and running.
- ~~Ability to endure prolonged exposure to weather elements.~~
- Climbing stairs, ladders and riding a bicycle.
- ~~Ability to lift, drag and carry 65 lbs.~~
- Lifting, dragging and carrying more than 100 pounds
- Demonstrating the manual strength and dexterity to restrain students and non-students.
- ~~Ability to communicate~~Communicating so others will be able to clearly understand a normal conversation.
- ~~Ability to understand~~Understand speech at normal levels.

Additional Qualifications:

- ~~Pass physical fitness and agility test.~~

Desirable Qualifications:

- ~~Previous experience~~Wearing a ballistic vest in all weather conditions
- Identifying and distinguishing colors accurately
- Observing accurately an area both with youth groups-focused vision and peripheral vision
- Judging accurately distances and spatial relationships
- Lifting, carrying, dragging, pushing, and/or organizations; gang awarenesspulling 100 pounds or knowledge more with assistance

Original Board Approval: 05/04/2011

Revised: 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: School Site Aide

CATEGORY: Classified Non-Exempt__

REPORTS TO (BY TITLE): ~~_____~~ School Principal ~~_____~~

SALARY ~~SCHEDULE~~/RANGE: ~~_____~~ Classified, Range 89 ~~_____~~

WORK YEAR: ~~10 Months~~ ~~_____~~ 203 days ~~_____~~

POSITION DESCRIPTION:

Under supervision, the School Site Aide position supervises student behavior and ensures the observance of rules and procedures by students and others on the school site and bus loading areas. Provides for the safety and welfare of students during non-instructional activities such as, but not limited to, recess and other break periods. The incumbent is responsible ~~to maintain~~for maintaining order in groups of children, ~~handle~~handling any problems that arise, and ~~communicate~~communicating observations and incidents to other school personnel that may affect a student's behavior or general well-being.

DUTIES AND
PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

Duties may include, but are not limited to the following:

1. ~~Adhere~~Adheres to and ~~implement~~implements all school site rules and regulations.
2. ~~Supervise~~Supervises students during non-instructional time in designated areas (e.g., restrooms, transportation loading and unloading areas, playgrounds, cafeterias, and multi-purpose rooms (MPR)).
3. ~~Facilitate~~Facilitates activities on designated school campus grounds.
4. ~~Immediately report~~Checks and immediately reports any unsafe playground conditions, including equipment and facilities, to the site administrator or designee.
5. ~~Report~~Reports observations and incidents to appropriate school personnel relating to student discipline, accidents, safety, health issues, etc.
6. ~~Assist~~Assists in minor cleanup of school site areas as necessary.
7. ~~Store~~Stores and ~~perform~~performs simple maintenance on playground materials.

- Perform Administers first aid to students when required.
- Occasionally assists with bulletin boards to keep track of behavior and reward points and incentives.
- May assist with traffic control within school grounds.
- 8. • Performs other related duties consistent with as assigned to ensure the scope efficient and intent effective functioning of the position work unit.

JOB Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalence

Experience:

- Sufficient experience to perform successfully the job responsibilities and functions listed above

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License or valid ID
- Tuberculosis/Drug Screen Clearance
- First Aid certification within six (6) months of employment

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic understanding of student behavior, monitoring and reporting
- Basic principles of school safety
- School policies and procedures as they relate to the position

Ability to:

- Establish and maintain cooperative and effective working relationships with others
- Utilize interpersonal skills using tact, patience and courtesy
- Maintain acceptable standards of behavior among students

- Understand and carry out oral and written instructions
- Communicate effectively, both orally and in writing
- Operate a two-way radio
- Read, interpret, apply and explain rules, regulations, policies and procedures related to school safety
- Follow district and school guidelines to protect student health, safety and well-being
- Direct students to safety
- Respect the confidentiality of work-related incidental information
- Maintain regular and punctual attendance
- Maintain acceptable grooming and hygiene
- Observe the surroundings to ensure students safety and proper behavior
- Respond promptly in emergencies when needed
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works indoors and outdoors with exposure to inclement weather and noise
- May encounter disruptive student behavior

Hazards:

- Potential exposure to communicable diseases, blood-borne pathogens, and bodily fluids

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Requirements/Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to hear and understand speech at normal levels

- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to bend, twist, stoop, and reach
- Ability to endure considerable walking and standing
- ~~Adequate~~ Ability to have adequate vision and hearing to monitor students
- Ability to operate recreation equipment with dexterity in a safe and efficient manner

- Ability to lift, push, pull and carry up to ~~25~~50 pounds

Work

Original Board Approval: 06~~Environment:~~

- ~~Exposure to inclement weather~~

DESIRABLE QUALIFICATIONS

Experience:

- ~~One (1) year of experience involving contact with students~~
- ~~Graduation from high school or equivalent~~
- ~~First Aid certification~~

~~Approved: 6/27/2012~~

Revised: 11/14/2018

~~Salary Range Only approved eff. 1/1/~~07/2024; 12/18/2025