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Class Specifications for the Class:SCHOOL SECURITY ATTENDANTDuties Summary:

Patrols a school campus to detect improper conduct or possible hazard 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; and performs other duties as required.

Distinguishing Characteristics:

This class involves the patrol and surveillance of school grounds and buildings as a deterrent to overt disturbances and to help assure a safe and secure environment for students and staff. Included is observation and control at special student activities and the enforcement of relevant school rules and regulations, as well as referral of students to counseling or other staff for assistance. In the event persuasion or commands are inadequate to enforce rules or prevent disturbances, a position in this class is expected to seek assistance from school administrators. During normal daily activities, the position works independently in accordance with established procedures and general instructions, although discretion is used in determining the manner in which to approach students and others in violation of the rules.

Examples of Duties:

Performs campus supervision by patrolling the school ground during class, lunch period, before and after school hours; observes and reports on unusual student behavior on campus; discusses problems with students and encourages them to seek or accept assistance and/or counseling; ensures the safe and orderly movement of pedestrians and vehicular traffic in and around the school grounds and may supervise and monitor the JPO program; enforces school rules and regulations by prohibiting student smoking, gambling, fighting, vandalism, etc.; inspects and patrols playground, bathrooms, assembly areas, cafeteria and other facilities to identify safety and security hazards; corrects or reports hazards as appropriate; directs unauthorized persons and drivers off the school premises; assists the school administration and staff with supervision and control at special student activities such as assemblies, pep rallies, athletic events and dances; instructs loitering students to proceed to their destination; assists teaching staff and others in handling overt disturbances; informs school administrators and others of critical situations which may require police, fire or other outside assistance, and may turn in alarm as necessary.

Knowledge and Abilities Required:

Ability to: 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 others and/or property; and get along well with others.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class SCHOOL SECURITY ATTENDANT by the Department of Education Civil Service system.

DATE APPROVED: JUL 26 2006

EFFECTIVE DATE: JUL - 1 2005



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Office of Human Resources