

**Job Title:** Campus Patrol

**Wage/Hour Status:** Hourly

**Reports to:** Principal

**Pay Grade:** 402

**Dept/School:** Assigned Campus

**Date Revised:** August 1, 2019

---

---

**Primary Purpose**

Provide security and protection for students, staff, and faculty by monitoring campus and parking facilities.

**Qualifications**

**Education/Certification**

High School diploma or GED certificate

**Special Knowledge/Skills**

- Ability to record information
- Ability to follow verbal and written instructions
- Ability to work effectively with students
- Ability to communicate effectively
- Ability to work effectively with Campus Administrators

**Experience**

None

**Major Responsibilities and Duties**

1. Assist campus administration with maintaining order.
2. Monitor student behavior and enforces campus rules related to student conduct, vehicle operation, and parking.
3. Report conflict, confrontation and disturbances between students to campus administration.
4. Control traffic and parking on campus grounds.
5. Work cooperatively with office administration to inform students of problems with vehicles (i.e., improperly parked, lights on, etc.).
6. Give directions or act as a guide to authorized visitors.
7. Protect school property; enforce district/campus rules and regulations, and reports human and property safety hazards.
8. Assist in escorting students to various locations on campus.
9. Have knowledge of facilities, grounds, passes used, schedules, and alarm systems, and use of safety and fire equipment.
10. Monitor loading and unloading of buses, directs traffic during peak hours, and maintain a safe traffic condition on campus.
11. Report any evidence of alcohol, illegal drugs, narcotics, and other illegal substances being consumed, transported, or traded on school campuses.
12. Monitor restrooms, locker areas, parking lots, stadiums, and other remote or secluded areas for vandalism or other inappropriate student activities.
13. Prepare student discipline action and referral report form and report and submit report campus administration.
14. Assist in safety drills.
15. Attend all required assigned training,

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Continuous walking and standing. Work outdoors and is exposed to extreme temperatures and inclement weather. May be subject to extreme physical acts of others (i.e., restraining students involved in altercations).

**Terms of Employment**

184 days; hourly rate to be established by the Board of Trustees

---

---

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Kelly Ball 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball 230-2856.