

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SCHOOL SAFETY OFFICER

DEFINITION:

Under the direction of the Supervisor-School Safety, perform a variety of duties related to protecting the students, personnel, facilities and grounds of an assigned area or location; patrol campus buildings and grounds on foot or in a vehicle and report security violations and incidents during assigned shift; monitor student behavior and enforce school and District policies; intervene in physical encounters; monitor visitors and report unsafe or unhealthy conditions.

DISTINGUISHING CHARACTERISTICS:

The School Safety Officer is distinguished from the Campus Supervisor based on the level of responsibilities, greater difficulty and complexity of the safety and security related tasks performed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Patrol and monitor the campus areas, buildings, facilities and surrounding areas, bus stops, parks, and other public and unsupervised places to ensure the safety and well-being of students and staff; conduct foot and vehicular patrols; assure property is secure and safe from fire, theft, vandalism and other unlawful acts.
- Assess and deal with internal/external safety threats to students and/or staff members on/off campus during school hours.
- Intervene in physical or verbal altercations and situations involving students and/or staff likely to result in disruption or injury.
- Respond to emergency situations or disruptive situations; take appropriate action in accordance with established District guidelines; administer emergency first aid, AED and CPR as necessary; arrange for emergency medical services as needed.
- Observe and control students throughout the school day; assist with supervision and policy enforcement before, during and after instructional periods.
- Adhere and enforce applicable federal statutes and regulations, California law, State Education Code rules and regulations, Board of Education policies and procedures and contractual obligations.
- Perform Drug Recognition Evaluations (DRE) on students suspected of being under the influence of an illegal substance.
- Conduct searches of students, lockers, belongings and vehicles.
- Assist administrators and district staff with home visits.
- Serve as a role model to students; display moral, ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
- Assist campus staff to assure students possess appropriate permits or permission when leaving campus; identify and transport truant students; observe and question unauthorized persons on campus.
- Assist visitors with directions and secure proper identification; intercept unauthorized visitors and escort them to the appropriate department, area or off campus.
- Investigate, document and report any discipline infractions, sexual battery incidents, harassment, substance abuse, drug possession/sales, weapons, thefts, unauthorized visitors, child abuse, child neglect and acts of vandalism to the appropriate agency personnel and/or District administration.
- Assist in the removal of disruptive students from classes when needed.
- Notify District administration and/or appropriate agency personnel of any emergency, potentially dangerous or unusual situations including students displaying severe medical, behavioral or social conditions including potential suicide.

- Prevent illegal parking, tampering with vehicles and loitering in school parking lots according to established procedures; issue citations for parking violations on campus.
- Prepare and maintain a variety of records and reports related to vandalism, safety incidents, issues, hazards and activities; prepare incident reports in accordance with established guidelines.
- Utilize technology to input, create, maintain, or update records, reports, or other related information.
- Protect confidentiality of records and information related to students, staff and investigation and adhere to applicable regulations and laws when sharing information.
- Communicate with District staff, law enforcement and/or appropriate agency personnel to receive and exchange information related to safety, vandalism, crimes, investigations, repairs, school activities and safety issues; detain suspects as appropriate.
- Assist school staff in taking action on temporary repairs on school property and equipment as appropriate.
- Assist Administrator's in contacting parents to coordinate the release of juveniles; serve as a witness in student conferences, disciplinary hearings/proceedings; testify in court and hearings as needed.
- Drive a District vehicle to conduct work; observe safe and defensive driving practices; report needed maintenance and complete required reports.
- Operate a variety of security and safety equipment including handcuffs, baton, school camera, two-way radio, drug identification kit and pepper spray.
- Attend and participate in meetings, in-service training and workshops.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and two years' experience as a public or private safety, security or law enforcement officer.

Licenses and other Requirements

- Valid California Class C driver's license.
- Must provide a DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.
- Possession of or ability to maintain a BSIS Guard Card, Firearms Familiarization Course, BSIS Baton and Chemical Agent Certification, Handcuffing and Control Hold Course, SB 1626 Course, Drug/Alcohol Recognition Certification within one year of employment.
- Valid CPR and First Aid certifications required within one year of employment.
- Successful completion of a background investigation comparable to the P.O.S.T guidelines for similar positions.
- Pre-Employment Physical Examination.

DESIRED QUALIFICATIONS:

- Three (3) years experience as a security or law enforcement officer and show evidence of successful experience working with students.
- Knowledge of California Education Code, California Penal Code, and school and district conduct code and rules related to assigned duties.
- Basic first aid, CPR and safety practices.

Knowledge of:

- General investigative policies and procedures including preserving evidence.

- Crowd and traffic control procedures and techniques.
- City, State and local ordinances and applicable penal codes related to theft, arson, vandalism, malicious mischief and trespassing.
- Drug/Alcohol/Weapons Recognition and familiarization.
- Sections of the Education Code regarding truancy and security-related issues.
- Emergency First Aid procedures.
- Record-keeping and report writing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- First aid, AED and CPR.
- Health and safety code and other laws related to juveniles.
- Interpersonal skills using tact, patience and courtesy.
- Operation and maintenance of safety and security equipment.
- Operation of standard office equipment including a computer and assigned software.
- Applicable radio, conduct and vehicle codes.
- Applicable laws, regulations, policies, and procedures related to assigned duties.

Ability to:

- Conduct foot and vehicular patrols of designated grounds and locations during an assigned shift.
- Operate a motor vehicle safely and defensively.
- Use a two-way radio, intercom and safety lights.
- Assure the safety and security of students, staff, facilities and grounds.
- Evaluate security incidents and take appropriate action according to established guidelines.
- Observe, detect and deter improper behavior and unlawful activities.
- Utilize crowd and traffic control techniques.
- Maintain records and prepare reports.
- Perform Drug Recognition Evaluations (DRE).
- Understand and work within scope of authority.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.
- Seasonal heat and cold or adverse weather conditions.

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.

- Standing and walking for extended periods of time.
- Seeing to monitor student activities.
- Hearing and speaking to exchange information.
- Bending at the waist, kneeling or crouching.
- Dexterity of hands and fingers to utilize assigned equipment.
- Walking, running and climbing.
- Lower body strength, stamina and mobility to sit, stand, kneel, walk, stoop, squat, bend and extend legs for prolonged periods of time.

- Physical agility and stamina to intervene in altercations and to detain students, staff or intruders.

Hazards:

- Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.
- Contact with dissatisfied or abusive individuals.
- Driving a vehicle during adverse weather conditions.
- Potential contact with blood and other body fluids.
- Exposure to chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 4/14/15

Unit Approved: 4/22/15

Board Approved: 5/11/15

FLSA Status: Non Exempt