

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### SUPERVISOR-SCHOOL SAFETY

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#### **DEFINITION:**

Under the direction of the Director-Child Welfare & Attendance, organize and direct the daily operation of safety and security activities to assure the safety and protection of students, personnel, equipment and property; oversee the Districts School Safety Officer program; enforce rules and regulations and coordinate response to emergencies; supervise, train and evaluate the performance of assigned personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Organize and direct security activities to assure the safety and protection of students, personnel, equipment and property; patrol and monitor assigned school campuses; investigate crime incidents and assist police as necessary; assure property is secure and safe from fire, theft, vandalism and other unlawful acts.
- Enforce rules and regulations and coordinate response to emergencies; initiate contact with individuals on school grounds or surrounding property to assure visitor authorization; apprehend and detain suspects to be placed into custody by local law enforcement agencies as necessary.
- Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop staff schedules, assign employee duties and review work to assure compliance with established standards, requirements and procedures.
- Provide assistance and guidance to School Safety Officers; provide back-up support and cover School Safety Officer shifts at a school site during staff absences; respond to student or staff safety situations at K-8 school sites, neighborhoods adjacent to schools, parks, bus stops areas, problem areas in the community and student routes to or from.
- Maintain campus security and protect organizational property against vandalism, illegal entry, fire and theft; check buildings and grounds for security, malfunctioning equipment, unauthorized visitors and fire.
- Review and approve safety and security equipment purchases in accordance with established District policies; arrange for repairs and replacement of defective equipment.
- Coordinate security activities with law enforcement and fire departments as necessary; assist law enforcement with locating missing students.
- Adhere to and enforce applicable federal statutes and regulations, California law, State Education Code rules and regulations, Board of Education policies and procedures and Contractual obligations.
- 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.
- Perform Drug Recognition Evaluations (DRE) on students suspected of being under the influence of an illegal substance.
- Coordinate and plan disaster drills in conjunction with the Districts crisis and disaster plan
- Display moral, ethical and professional behavior in working with students, parents, school personnel and outside agencies associated with the school.
- Review and recommend revisions to school district Security Procedures Manual, School Safety Officer Manual and serve as an advisor on safety related matters.
- Appraise safety plans as it pertains to school campuses/district; prepare and publish bulletins or advisements to the district as a method of safety awareness, prevention and other related topics.

- 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.
- Prepare and maintain a variety of records and statistical reports related to assigned personnel, security incidents, issues, hazards, expenses and activities; maintain time cards and officer's log sheet.
- 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.
- 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 conduct meetings; develop, implement and conduct training courses for School Safety personnel; serve on committees.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### **Education and Experience:**

- Any combination equivalent to: graduation from high school and five years' experience in safety or law enforcement including two years in a supervisory role.

##### **Licenses and other Requirements**

- Valid California Class C driver's license.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.
- Valid CPR and First Aid certifications.
- Pre-Employment Physical Examination.
- Drug/Alcohol Recognition Certification within one year of employment.
- Possess a valid BSIS Guard Card, Firearms Familiarization Course, BSIS Baton and Chemical Agent Certification, Handcuffing and Control Hold Course all BSIS cards and certifications must be obtained within one year of employment.
- Successfully completed the P.O.S.T. course of P.C. 832. \*If the applicant is a current or former law enforcement officer and has already completed a Basic P.O.S.T. Academy, P.C. 832 shall not be required.
- Successful completion of a course of instruction in School Safety training as per SB 1626 within one year of employment.
- Successful completion of a background investigation comparable to the P.O.S.T guidelines for similar positions.

#### **DESIRED QUALIFICATIONS:**

- Associate or Bachelor's Degree in Criminal Justice or related field.

##### **Knowledge of:**

- Planning, organization, methods, procedures and practices of effective law enforcement and security.
- Principles and practices of supervision and training.

- General investigative policies and procedures including preserving evidence.
- City, State and local ordinances and applicable penal codes related to theft, arson, vandalism, malicious mischief and trespassing.
- Legal methods, equipment, policies and procedures of law enforcement, investigations and court proceedings.
- Drug/Alcohol/Weapons Recognition and familiarization
- Health and Safety Code and other laws related to juveniles.
- Standard broadcasting procedures of a police radio system.
- Organizational security policies, procedures and regulations.
- Traffic laws, defensive driving techniques and rules of the road.
- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Operation and maintenance of safety and security equipment.
- Operation of standard office equipment including a computer and assigned software.
- First aid, AED and CPR procedures.
- City, State and local ordinances and applicable penal codes related to theft, arson, vandalism, malicious mischief and trespassing.

Ability to:

- Organize and direct security activities to assure the safety and protection of students, personnel, equipment and property.
- Enforce rules and regulations and coordinate response to emergencies.
- Train, supervise and evaluate the performance of assigned personnel.
- Analyze situations accurately and adopt an effective course of action.
- Detect and report fire and safety hazards.
- Apprehend and detain individuals.
- Maintain records and prepare statistical reports.
- Operate and maintain a variety of security and safety equipment in a safe and proper manner.
- Administer first aid and CPR.
- Acquire and maintain related certifications.
- Observe, detect and deter improper behavior and unlawful activities.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Prioritize and schedule work.
- Plan and organize work.
- Work independently with little direction.
- Utilize crowd and traffic control techniques.
- Respond to disturbances and emergency situations calmly and rationally.
- Perform Drug Recognition Evaluations (DRE).

**WORKING CONDITIONS:**

Work Environment:

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.

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 or sitting for extended periods of time.
- Dexterity of hands and fingers to operate security and safety equipment.
- Walking and running.
- Hearing and speaking to exchange information.
- Seeing to monitor school campuses.
- Physical agility and stamina to apprehend and detain individuals.
- Climbing.

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.

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: 2/24/15**

**Board Approved: 4/20/15**

**FLSA Status: Non Exempt**