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PERSONNEL COMMISSION MEETING

PERSONNEL COMMISSION MEETING PROCEDURES

Members of the audience may respond to any item on the agenda provided they have been recognized by the Commission Chairperson. It is requested that speakers identify themselves. In order that proper attention may be given each item on the agenda, the chairperson may on occasion find it necessary to limit the time allotted to each speaker.

Citizens' opinions on Personnel Commission issues are always welcome. However, the Commission may not discuss or take action on any item not on the agenda.

SMOKING IS NOT PERMITTED ON DISTRICT PREMISES

What: Personnel Commission Meeting
When: October 23, 2019
Time: 4:30 p.m.
**Where: Lompoc Unified School District
Education Center – Board Room
1301 North A Street, Lompoc, California 93436**

AGENDA - Addendum

E. New Business (Discussion/Action)

2. 1st Reading Student Safety Officer Job Description – (Discussion) – ***(Attachment 8)***

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request as far in advance of the meeting as possible to the office of the Human Resources Director for the Personnel Commission, Cynthia Carrillo, Lompoc Unified School District, 1301 North A Street, Lompoc, CA 93436, (805) 742-3220

LOMPOC UNIFIED SCHOOL DISTRICT**STUDENT SAFETY OFFICER****Draft**

PURPOSE STATEMENT:

Under the direction of the site Principal, patrol and supervise campus activities to assure the well-being and safety of students, staff and visitors in non-classroom activities; assure student compliance with school and District rules and procedures; serve as campus liaison between the community, parents, school and staff.

ESSENTIAL FUNCTIONS:

Collaborates with community agencies (e.g. law enforcement, courts, mental health, etc.) for the purposes of addressing individual cases and/or taking action regarding criminal activities, vandalism, etc. for the safety and security of the school site.

Communicates safety and security policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.

Conducts and monitors fire drills, active shooter drills, and other emergency procedure drills for the purpose of complying with established guidelines.

Patrol and supervise assigned areas of campus, assuring students are safe, orderly, and within supervised areas; assure non-students on campus are authorized visitors; monitor lunch areas, walkways, bus stops, restrooms, parking lots and adjacent areas; monitor student behavior and activity during passing periods and lunchtime; promote positive behavior; assure students arrive to class in a timely manner; enforce school and District rules, regulations and procedures.

Provide traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lots.

Investigate and report unusual, suspicious or criminal activities; prevent or break up student conflicts and fights; investigate incidents and report instances of graffiti and vandalism; take photos of incidents as appropriate; serve as first responder to student incidents; maintain chain of custody for evidence; prepare students for transport to school nurses' office or ambulance as needed; refer incidents including personal injuries, altercations, suspicious activities, and rule violations to appropriate site personnel.

Search students and their belongings, lockers or vehicles for illegal or inappropriate materials; assist site administrators in conducting searches according to established District procedures; assist police investigators as necessary.

Escort and direct authorized visitors to desired destinations; provide general information, direction, and assistance; escort delinquent, injured, ill or disruptive students to and from administration offices for the purpose of ensuring safety and providing site security.

Refers incidents including personal injuries, altercations, suspicious activities, rule violations, etc. to appropriate site personnel and/or city police for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.

Maintains a variety of files and records (e.g. schedules, incident reports, emergency drill records, etc.) for the purpose of ensuring the availability of information for future reference and or audit for compliance to established policies.

Participates in school meetings, in-service training, workshops, hearings, etc. (e.g. court hearings, explosion hearings, etc.) for the purpose of conveying and/or gathering information required to perform job functions.

Testifies in court proceedings for the purpose of providing information regarding alleged illegal activity.

Communicate with students, parents, administrators, faculty and staff concerning student behavior and assigned activities; report incidents involving students, personnel and the public to appropriate staff or administrator; provide information to and assist police in matters of illegal student activity; communicate with and mentor at-risk students.

Monitor attendance of students identified by staff as at-risk due to absences; prepare reports regarding student attendance and behavior; contact parents of students with attendance problems and provide information regarding consequences and suggested intervention methods; prepare School Attendance Review Board (SARB) referrals and attend SARB meetings as requested.

Prepare written materials and other records to document activities and/or relate activities to administration for action.

Operate a variety of office equipment including a copier, fax machine, printer, computer and assigned software; utilize and respond to calls on two-way radio; operate a golf cart as assigned by the position; drive a vehicle to conduct work.

Attend a variety of meetings and in-service trainings related to safety, current student needs/incidents and related matters.

Transport students when parent transportation and/or District transportation is not available as requested.

OTHER FUNCTIONS:

Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Student Safety Officer - Continued

KNOWLEDGE OF:

Basic methods of individual and group supervision.

Basic interests, attitudes and emotional development of adolescents.

Diverse academic, socioeconomic, cultural, and ethnic backgrounds of non-English speaking students. Oral and written communication skills.

Health and safety regulations.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Basic first aid and CPR procedures.

ABILITY TO:

Patrol and supervise campus activities to assure the well-being and safety of students, staff and visitors in non-classroom activities.

Assure student compliance with school and organizational policies, rules and regulations.

Investigate occurrences of property damage and suspicious or criminal activity.

Serve as campus liaison between school staff, students, parents and the community.

Provide information regarding programs and services available to students and families and school and/or District activities and procedures Establish and maintain contact with families of students.

Learn, interpret, apply and explain rules and regulations.

Prevent or break up student conflicts and fights.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written instructions.

Maintain routine records related to assigned activities.

Required to carry and operate 2-way radio

Maintain confidentiality.

Determine appropriate action within clearly defined guidelines.

Communicate effectively both orally and in writing.

Observe health and safety regulations.

Administer first aid and CPR.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of general clerical experience including some experience working with students or families in community service programs.

LICENSES AND OTHER REQUIREMENTS:

Obtain or possess a valid First Aid and CPR Certificate issued by an authorized agency.

Valid California Class C driver's license and evidence of insurability as assigned by the position.
SB 1626 Mandated Annual Training
Pepper Spray Certification
Arrest/Control Techniques (ACT)

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL DEMANDS:

Standing and walking for extended periods of time.
Seeing to monitor student activities.
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a vehicle.
Physical agility and stamina.
Running.

HAZARDS:

Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior. Contact with dissatisfied or abusive individuals.

FLSA Status: Non-Exempt

PC Approval Date: Approval

Date: **Salary Range:** 35