

## **Birmingham Community Charter High School Campus Safety Manager**

Title: Campus Safety Manager  
FLSA Status: Exempt  
Reports to: Administrative Director  
Supervises: General supervision is exercised over Campus Aides

### **DEFINITION:**

Under the supervision of the Administrative Director, organizes and coordinates work assignments and supervises BCCHS Campus Aides in providing safety, protection and security for the students, staff, and property; performs school safety functions; serves as a relief to security personnel as required; and performs other related duties as required.

### **ESSENTIAL FUNCTIONS:**

- Schedule and assign security Campus Aides to shifts; make personnel adjustments to shifts according to Campus Aides available and special activities or events needing extra coverage; authorize overtime, with the approval of the Administrative Director
- In collaborations with CEO or Designee supports implementation a school-wide emergency response and evacuation plan, serves as liaison to local and school police, fire, and other first response agencies.
- Assists in developing effective school safety and accident prevention programs
- Oversees the day-to-day operations of the school security staff, including hiring, training, & scheduling of security and supervision for school activities and events, daily deployments for staff during critical times.
- Supports ASB advisor's coordination and setup of special events, such as pep rallies, assemblies, Career Day, Open House, Back to School Night, Homecoming, & athletic events
- Supports CEO or Designee with operations and logistics for Graduation Ceremony
- Participates in supervision during, lunch and dismissal
- Plans, develops and manages closed circuit television system.
- Supervise all Fire Life Safety Systems on campus including Fire Alarms, Burglar Alarms, Outside Security contract
- Responsible for schools two way radio communication system, including inventory, repair, system upgrades and maintenance
- Member of operations meeting
- On-call support to address campus emergencies and security concerns
- Works with other school staff to ensure that annual safety inspections have been conducted and completed
- Supports coordination of the master calendar of events particularly as it relates to the use of performing arts space on campus.
- Liaison with administration to develop strategic plans for school safety and event planning
- Coordinate crime prevention and protection activities such as a campus lock-down, evacuation or tardy sweep
- Regularly survey campus for safety hazards and make recommendations on safety concerns.
- Respond to sites when emergencies are in progress or peace and order may be threatened; assess the situation and deploy additional Campus Aides as needed; contact local law enforcement or fire and rescue personnel as needed
- Review Campus Aide reports and daily logs for accuracy and clarity; return logs to the security staff for corrections as needed; file reports and logs
- Supervise radio communications and ensure that proper radio procedures are followed
- Respond to calls from school personnel on a variety of school safety issues; explain school policies, rules and sections of the Education and Penal codes that apply to school systems

- Investigate and prepare reports on crimes committed on school property such as thefts, burglaries or vandalism
- Meet with administrators, faculty or other personnel, including representatives of other agencies, to develop strategies and operating procedures for security personnel; to formulate plans as well as resolve situations and problems that arise with school safety and emergency preparedness areas of responsibility
- Supervise and assist with the evaluation process regarding the performance of assigned staff working with the site administrator or designee
- Participate in the interview process and contribute to the selection process
- Participate in the recommendation of and disciplinary actions of security personnel working with the site administrator or designee
- Perform related duties as assigned

#### KNOWLEDGE OF:

- Security procedures and equipment
- Applicable laws, codes, regulations and objectives
- School rules and regulations concerning campus control security and appropriate student behavior
- Principles and practices of supervision and training
- School organization, operations, policies and techniques
- Record keeping and report preparation techniques
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Principles of good public relations
- Basic first aid and CPR procedures

#### ABILITY TO:

- Prepare work schedules of assigned personnel
- Plan, coordinate, supervise and participate in the safety and security of school personnel, students, facilities and equipment
- Train, supervise and evaluate assigned security staff
- Initiate effective and timely responses to incidents
- Enforce school rules and regulations
- Operate security equipment
- Interpret, apply and explain rules, regulations, policies and procedures
- Maintain records and prepare reports
- Communicate effectively both orally and in writing
- Establish and maintain a positive working relationship with others
- Prioritize, plan and organize work
- Maintain consistent, punctual and regular attendance

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level coursework in law enforcement, security or related field. Minimum of four years of school security, law enforcement or military supervisor experience. Any other combination of training and/or experience that could likely provide the desired skills, knowledge, abilities and traits may be considered.

#### LICENSES AND OTHER REQUIREMENTS:

Possession of a valid, appropriate California driver's license and a good driving record is required and must be maintained during employment. A valid First Aid and CPR certificate comparable to the American Red Cross standards.

#### PHYSICAL DEMANDS:

Climbing stairs and ramps. Running. Walking or standing for extended periods of time. Hearing and speaking to exchange information in person and on the telephone. Seeing to read, prepare and proofread

documents and perform assigned duties. Seeing to monitor student activities. Manual dexterity of hands and fingers to perform duties including driving a vehicle, using standard security equipment, breaking up fights. Lifting objects weighing up to fifty (50) pounds. Agility and strength to make apprehensions and to protect self from attack.

**Right to Revise:**

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date