



# LEAD

## CAMPUS SAFETY ADVOCATE

### JOB DESCRIPTION

**JOB TITLE:** Lead - Campus Safety Advocate  
**REPORTS TO:** Director of Safety & Security  
**LOCATION:** Education Support Services

**FLSA STATUS:** Exempt  
**PAY GRADE:** SAT-03  
**DAYS:** 215  
**JOB ID & DATE:** SAT-02, June 2023

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### JOB PURPOSE SUMMARY

Responsible for providing leadership to all Campus Safety Advocates. Leads in developing a safe and secure environment for students, staff and visitors. Works cooperatively with the administration, Director of Safety & Security and the Coordinator of Student Support Services to proactively identify safety concerns and develop plans to address those concerns. Responds to major safety, security and potential emergency needs and is responsible for 1) maintaining order and discipline while enforcing laws and District policies 2) identifying hazards or safety concerns; 3) preventing threats from escalating 4) building relationships with staff, students and the community to meet their individual safety needs.

### REQUIREMENTS

#### Education Level Details

High School Diploma or GED

#### Certification Requirements

First Aid and CPR certification or commitment to achieve certification within 60 days of hiring.

#### Work Experience Required

Three(3) years of experience working with students, and/or three (3) years of experience in military, law enforcement, school security or equivalent experience required. Combination of experience or relevant substitutions may be considered.

#### Other Skills and Abilities Required

Understanding of childhood development and behavior management is preferred.

Basic computer skills preferred.

Strong communication skills, both orally and written.

Ability to follow complex oral and written instruction.

Bilingual in English and Spanish preferred.

Cultural sensitivity.

### KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

#### General

- Handle complex safety, intervention and prevention duties and special assignments, such as taking the lead in responding to potential student-involved crises (impending violence, safety threats, to students etc.), working with local law enforcement, investigations, and deployment of assigned staff.

- Lead Campus Safety Advocates work under the direction of the Director of Safety & Security, with delegated authority to provide support at any school sites.
- Ensure a safe and secure learning and work environment for students and employees at assigned school campus(es); prevent and reduce the loss of student, employee, and school property by theft and vandalism. Work to prevent and intervene in physical altercations through engagement.
- Serve as a point of contact and communication for the assigned schools and respond to behavioral concerns accordingly.
- Assist school site Campus Safety Advocates, on appropriate approaches on how to adequately patrol and monitor all campus buildings and grounds; stop and question all students not in class during class time.
- Assist in the investigation of incidents of negative conduct occurring on school property; coordinate investigative and prevention efforts with assigned supervisor, local law enforcement, and other agencies, as appropriate, to maximize prevention and cessation of illegal and destructive activities.
- Organize, train and provide school site support and administer school safety protocols and best practices, as assigned, such as fire drills, evacuation procedures, inspection of fire equipment, and other school property.
- Provide direct leadership, including the coordination of schedules, duties for all Campus Safety Advocates.
- Supervise and monitor the interior and exterior of district facilities, during and after school to ensure the safety and welfare of students and staff and to ensure the security of school facilities and assets. Monitoring includes walk-through as well as video surveillance, attending events, developing event safety plans and monitoring crowds.
- Maintain familiarity with and enforce Student Conduct and Discipline Code, Safe Schools Handbook and other school rules and regulations.

#### Student Support

- Uses restorative practices to resolve conflict and behavior issues.
- Refers students and their families to internal and external services to best support the student and their family.

- Maintains a consistent presence in order to promote a positive rapport with students and staff.
- Provides a safety resource to students and staff through relationship building skills and a consistent visible presence.
- Establishes general and regular communication with students, administering both coaching and warnings to students.

### Security

- Validates that exterior doors are secure throughout the school day.
- Patrols assigned school district buildings, parking lots, and grounds for illegal activities, suspicious behavior or dangerous situations including but not limited to detecting and/or interdicting vandalism, theft, burglary, drug incidents and other criminal activity and life safety threats. Daily patrols occur on foot and by vehicles and include routine touch-base conversations with the school Principal, building administrators, or designee.
- Responds to all alarm activations and emergency situations during regular hours for assigned areas.
- Assists the responding police officers and/or District personnel when outside agencies are called to the school.
- Monitors alarms, cameras, and other security systems equipment for designated district properties as directed and in the course of investigations.

### Prevention

- Assists in the development, training, coordination and execution of fire drills, shelter in place drills, lock-down, evacuation, and all other safety drills.
- Supports schools with threat assessments and building safety plans for students.
- Communicates with the Director of Safety & Security in a timely manner regarding on-going concerns, problems, or unresolved issues.

### Campus and District Functions

- Provides security and assistance at school and district functions and sporting events which includes but not not limited to planning and executing safety plans, assigning appropriate staffing, and walking among event spectators and other attendees to promote order and to provide a visible presence that deters safety issues.
- Provides leadership and safety services at, but not limited to: academic events after school, community events where district employees and students are participating, board meetings, large district events during the school day such as rallies and celebrations, sporting events, and community meetings.

Professional Standards

- Participates in training sessions, faculty meetings, and special events, as required.
- Maintains confidentiality.
- Follows district safety protocols and emergency procedures.
- Performs other job-related duties as assigned by the Director of Safety & Security.

**SUPERVISORY RESPONSIBILITIES**

Campus Safety Advocates

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in school environments including but not limited to classrooms, hallways, offices, gyms, playgrounds, athletic facilities and cafeterias. The employee may work in other locations where employees or students gather. The employee will be required to work some weekends and evenings. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

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