



CLASSIFIED

SAFETY ADVOCATE

JOB DESCRIPTION

JOB TITLE:

Exempt
of Safety

LOCATION:

DAYS:

Safety Advocate

FLSA STATUS: Non-

REPORTS TO: Director

PAY GRADE: CLS 08

Campus Assigned

192

JOB ID & DATE:

CLS-50 | May 2023

JOB PURPOSE SUMMARY

The Safety Advocate is responsible for providing a safe and secure environment for students, staff and visitors as the first point of contact for the safety concerns. The Safety Advocate works cooperatively with the administration, Director of Safety and the Director of Student Support Services to proactively identify safety concerns. The Safety Advocate responds to all levels of 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

Two (2) years of experience working with students, and/or two (2) 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 Preferred.

Cultural sensitivity.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties

- Job duties require ability to work as a team and participate in job-related training to perform at high levels.
- Supervise and monitor the interior and exterior of the school building before, 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.
- Maintain familiarity with and enforce Student Conduct and Discipline Code, Safe Schools Handbook and other school rules and regulations.
- Submits referrals to building administrators for disciplinary actions and school safety issues.
- Coordinates with building administrators on the investigation of criminal incidents or discipline code violations.

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.
- Maintain 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.
- Establish general and regular communication with students, administering both coaching and warnings to students.

Security

- Validates 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.
- Assisting 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.

Investigations

- Follows district policy to conduct preliminary investigations of school code, district policy, and law violations.
- Works closely with police officers during the initial stages of an investigation.

Prevention

- Assists in the 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 supervisor in a timely manner regarding on-going concerns, problems, or unresolved issues.

Campus and District Functions

- Work up to 40 hours of work outside of normal scheduled hours per month as needed (evenings and weekends) to support district events, festivals, and activities.

- Provides security and assistance at school functions and sporting events which includes but not limited to walking among event spectators and other attendees to promote order and to provide a visible presence that deters safety issues.

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 campus principal and/or supervisor.
- Duties requires collaboration and teamwork with school administration, colleagues, and central office personnel.

Other

- Assist in the campus office as needed.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

Environment: The work environment characteristics and physical demands described are representative of those an employee encounters while performing the essential functions of this job.

Work is performed in classrooms, offices, work stations, hallways, parking lots, sporting fields, roads, playgrounds, gymnasiums, and other locations students and or parents may gather. Ability to work from a remote location in the event of a district shut-down. Required to work some evenings and weekends.

Physical: The position requires walking, standing, sitting, bending, and stooping. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. May work prolonged or irregular hours and must be able to maintain emotional control under stress. Must be able to lift 40 lbs.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Employee Printed Name: _____ Employee ID Number: _____

Signature: _____ Date: _____