



LEAD

ESS SAFETY ADVOCATE & FRONT DESK RECEPTIONIST

JOB DESCRIPTION

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

FLSA STATUS: Exempt
PAY GRADE: SAT-02
DAYS: 228
JOB ID & DATE: SAT-04, January 2024

JOB PURPOSE SUMMARY

The ESS Safety Advocate plays a crucial role in ensuring the efficient operation and safety of the Educational Support Services (ESS) building and reception desk. This position involves providing administrative support to district staff, maintaining accurate records, and facilitating effective communication within the community. The ESS Safety Advocate works closely with the ESS administration, and Director of Safety & Security, to proactively identify safety concerns and develop plans to address those concerns. The ESS Safety Advocate leads in developing a safe and secure environment for students, staff, and visitors.

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 the military, law enforcement, school security, or equivalent experience is required. A combination of experience or relevant substitutions may be considered.

Other Skills and Abilities Required

Understanding childhood development and behavior management is preferred.

Basic computer skills preferred.

Strong communication skills, both oral and written.

Ability to follow complex oral and written instructions.

Bilingual in English and Spanish preferred.

Cultural sensitivity.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

District Building Safety

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

- Leads the safety of ESS under the direction of the Director of Safety & Security.
- Ensure a safe and secure learning and work environment for students and employees.
- Organize, train, support, and administer district safety protocols and best practices, as assigned, such as fire drills, evacuation procedures, inspection of fire equipment, and other ESS property.
- 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.
- Responds to all alarm activations and emergencies.
- 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.
- Validates that exterior doors are secure throughout the school day.
- Assists in the development, training, coordination, and execution of fire drills, shelter-in-place drills, lock-down, evacuation, and all other safety drills.
- Communicate with the Director of Safety and Security promptly regarding ongoing concerns, problems, or unresolved issues.

ESS Front Desk

- Greet and assist visitors, students, and parents who come to the district office.
- Answer phone calls, take messages, and direct inquiries to the appropriate staff members.
- Manage and maintain the district's front desk and reception area.
- Assist in maintaining a welcoming and professional atmosphere.
- Handle incoming and outgoing mail and distribute it to the appropriate recipients.
- Assist with scheduling appointments and meetings for parents and community members.
- Provide general administrative support, such as data entry, filing, and photocopying.
- Collaborate with district administrators to coordinate events and activities.

- Assist with the preparation of district reports and documents as needed.
- Work closely with the district administration to ensure compliance with policies and procedures.
- Act as a liaison between the District and others by responding to, advising, or making recommendations for and directing parents, students, and staff regarding policies, procedures, and confidential and/or sensitive issues.
- Monitor and coordinate incoming information and problems. Often requires problem-solving and decision-making.

Other

- Perform other duties as assigned.
- Participate in training and professional development activities as required by the school district.
- Works a flexible schedule (evening required), but no more than 40 hours per week.

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

None

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: _____