

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: DISTRICT SAFETY OFFICER

BASIC FUNCTION:

Under the direction of an assigned supervisor, patrol and monitor an assigned campus to maintain order, safety and security; assure student compliance with school and District policies and regulations; respond to security calls and urgent situations when dispatched; investigate occurrences of property damage, theft and suspicious or criminal activity; perform custodial or related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Patrol and monitor assigned areas of campus, assuring students are safe, orderly and within appropriate areas; assure non-students on campus are authorized visitors; direct campus visitors to authorized parking areas and appropriate offices; monitor lunch areas, walkways, restrooms and parking lots.

Enforce school and District rules, regulations and procedures; escort students to office for disciplinary action as necessary; report unusual activities or unauthorized persons on campus to appropriate personnel.

Prevent student conflicts and fights according to established guidelines; intervene as necessary according to established procedures; operate safety/preventive equipment according to established guidelines as assigned.

Respond to security calls and urgent situations when dispatched; operate a two-way radio to communicate with school office and other security personnel; communicate with law enforcement personnel as required.

Search backpacks, cars, lockers, etc. for alcohol, weapons, drugs paraphernalia and gang paraphernalia according to established procedures.

Monitor hallways and assigned areas during passing periods; assure students are in class on time and follow-up with students out of class between periods; escort ill or injured students to the health office.

Monitor parking lots and traffic zones as assigned; monitor students boarding buses and assure student cooperation according to school and District rules and regulations; monitor athletic events, student gatherings, and after school student work detail as required.

Maintain positive relationships with students, staff and community; communicate with students and staff to provide and receive information regarding school activities; communicate with law enforcement as needed; relay information and communicate with administration in a timely manner.

Prepare and maintain records and reports related to assigned duties.

Operate a golf cart to monitor campus and conduct work; perform basic maintenance on carts as needed; operate and maintain a bicycle to conduct work as assigned by the position.

OTHER DUTIES:

Perform custodial or grounds duties as assigned; operate custodial equipment related to assigned custodial duties; assist with moving furniture and supplies as assigned by the position when not performing security duties.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic methods of individual and group supervision.
- Basic interests, attitudes and emotional development of adolescents.
- Skills utilized to maintain positive relationships with students and adults.
- Basic first aid and CPR procedures.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Health and safety regulations.
- Basic record-keeping techniques.

ABILITY TO:

- Patrol and monitor an assigned campus to maintain order, security, safety and well-being of students and staff.
- Assure student compliance with school and District policies and regulations.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Perform duties with patience, tact and good judgment and within established guidelines.
- Learn District organization, operations, policies and objectives.
- Establish and maintain cooperative and effective working relationships.
- Observe situations and accurately determine an effective course of action.
- Investigate occurrences of property damage, theft and suspicious or criminal activity.
- Learn to operate a two-way radio and other assigned equipment.
- Operate a golf cart or bicycle to conduct work.
- Prevent or break up student conflicts and fights.
- Administer first aid and CPR as needed.
- Understand and follow oral and written instructions.
- Maintain routine records and prepare incident reports.
- Determine appropriate action within clearly defined guidelines.
- Communicate effectively both orally and in writing.
- Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent. Supplemental college-level coursework in administration of justice, psychology, sociology, child and adolescent development or related field is desired.

Experience: Two years of experience working with students in a school setting.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

P.O.S.T. (Peace Officer Standards Training) PC 832.2 Certificate.

Valid California Class C Driver's License.

Valid First Aid and CPR certificates.

School Security Officer Training (SB 1626).

Oleoresin Capsicum (Pepper Spray) User Course Training Certificate.

POST recognized Basic Patrol Bicycle Training Certificate (within probationary period) is desired

Incident Command System Training 100, 200 (within probationary period)

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor environment.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Standing, walking or sitting for extended periods of time.

Seeing to monitor student activities.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate assigned equipment.

Bending at the waist, kneeling or crouching.

Lifting, carrying, pushing and pulling heavy objects as needed.

HAZARDS:

Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.

Contact with dissatisfied or abusive individuals.

Potential contact with blood and other body fluids.

Potential for contact with blood-borne pathogens and communicable diseases.