

## COLTON JOINT UNIFIED SCHOOL DISTRICT

### CLASS TITLE: SECURITY SUPERVISOR

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinate and oversee the safety and security operations of assigned District facilities and District-related events as a first level supervisor; patrol and supervise campus activities to assure the well-being and safety of students, staff and visitors; assure student compliance with school and district policies and regulations; supervise, train and provide work direction to assigned District safety and security personnel.

#### REPRESENTATIVE DUTIES:

Coordinate with administrators, and law enforcement and other emergency services. *E*

Serve as a liaison between site administration, district safety and security personnel, and the head of safety and security services. *E*

Conducts briefing sessions and provides information to include policy and procedures, current issues, upcoming events, and campus climate. *E*

Provides input in District safety and security procedures. *E*

Coordinates training in regards to campus needs and district-wide policies, procedures and standards of safe and effective practices. *E*

Assists in emergency evacuations or lock downs; provide input on disaster preparedness and response plans. *E*

Responds to afterhours calls as needed; attends after school activities. *E*

Reviews reports submitted by assigned district safety and security personnel to verify completeness and conformance to prescribed standards. *E*

Conduct sensitive and confidential investigations as required by the Superintendent. *E*

Attend meetings pertaining to student conferences, disciplinary hearings/proceedings, and legal hearings/proceedings, as appropriate. *E*

Keep abreast of new trends and innovations in school security and law enforcement. *E*

Prepares, maintains, and reviews various records related to activities, behavior, incidents, and observations at or about assigned sites. *E*

Participate in all normal day to day campus security duties as assigned, including enforcement of school rules and District policies, enforcement of local and State laws, and administering first aid. *E*

Patrol and monitor buildings and grounds as a deterrent to unlawful activity. *E*

Observe students during passing periods, and before and after school. *E*

Advise students and others regarding violation of rules, regulations, policies, and laws. *E*

Prevent student conflicts and fights; intervene as necessary; use preventative equipment designed for student control. *E*

Provide leadership and direction to assigned safety and security personnel. *E*

Participates in hiring, supervision, and assignment of assigned District safety and security personnel, and develops work schedules. *E*

Participates in evaluating staff performance; works with employees to correct deficiencies; implements discipline procedures. *E*

Maintain positive relationships with students, staff and community. *E*

Perform other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Principles of good public relations
- Knowledge of assigned campuses and local area provisions for emergency situations
- District policies and procedures, campus policies, city, county and state laws and codes
- POST certified methods and procedures on detention, search and seizure, and use of force.
- District safety and security services procedures
- Basic report writing fundamentals.
- Basic leadership methods of individual and group supervision
- General principles of supervision and training

**Ability to:**

- Plan, organize, schedule, supervise and evaluate the work of assigned staff.
- Train assigned staff.
- Observe situations and accurately determine an effective course of action.
- Perform duties with professional leadership, patience, tact, courtesy, and good judgment.
- Identify dangerous drugs, improper substances and gang activity.
- Interpret, apply and explain laws, rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Operate all safety and security equipment necessary in the performance of required duties
- Work collaboratively in a team environment.
- Establish and maintain cooperative and effective relationships throughout the workday
- Effectively use Microsoft Office Word, Excel, and other computer programs.

**EDUCATION AND EXPERIENCE:**

**Education:**

High School Diploma or Equivalent  
Supplemental college coursework in Criminal Justice or related field is desired. An Associate's degree is preferred.

**Experience:**

Three years school security experience is required. Experience in a lead or supervisory school security position is desired.

**License/Certification:**

*All licenses/certifications are required at the time of application and must be kept current as a condition of continued employment at no cost to the District.*  
Valid Class C Driver's License  
Valid First Aid and CPR  
School Security Officer Training (SB 1626) or Campus Law Enforcement Course (PC 832 (g) and EC 38001.5)

POST Level 2 Module certificate  
POST recognized Basic Bicycle Patrol Training Certificate  
Oleoresin Capsicum (Pepper Spray) User Course Certificate  
Incident Command System 100, 200, 700 and 800 Training Certificates  
Expandable baton training certificate is required within 6 months of employment

**WORKING CONDITIONS**

Continuous interruptions and changing priorities  
Work outside exposed to the weather and direct sunlight  
Exposure to chemical agent  
Flexible hours and/or schedule changes including nights and weekends.  
Combative persons, anti-social behavior, and crowds  
Contact with prescription and illegal drugs, weapons, and alcohol  
Contact with blood-borne pathogens and other potentially infectious materials

**PHYSICAL ABILITIES**

Pushing, pulling, lifting, carrying, or otherwise move objects weighing up to 150 pounds.  
Lifting up to 50 pounds  
Standing for long periods of time  
Walking for long periods of time; running.  
Ascending and descending stairs, ladders, scaffolding, and ramps.  
Carry and operate a chemical agent.  
Operate and use a bicycle for long periods of time.  
Operate and use school district vehicle.

**SPECIAL REQUIREMENTS**

Must be on call during non-duty hours in the event of a District emergency or crisis.  
Insurability by the District's liability insurance carrier.