



## JOB DESCRIPTION

### School Safety Supervisor

<b>Reports to:</b>	Director of Child, Welfare and Attendance	<b>Employment Group / Salary Range:</b>	Classified Management
<b>Dept:</b>	Student Support Services	<b>FLSA:</b>	Exempt
<b>Annual Work Days:</b>	188	<b>Formal Review Date: Board Approval Date:</b>	9/26/23 10/2/23

### PRIMARY FUNCTIONS

Under general supervision, plans, supervises and participates in the work of School Safety Officers; oversees and participates in Districtwide campus and facilities patrols, investigations, crime prevention, community relations and related services and activities; coordinates activities with local first responders; performs records management and administrative and technical tasks related to assigned areas of responsibility; and performs related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, schedules, assigns, supervises and participates in the work of assigned School Safety Officers Districtwide or on a large campus; interprets and communicates District policies to staff and ensures compliance with applicable federal, state and District safety regulations; contributes to the development of and monitors performance against the annual department budget; approves purchases and other expenditures in accordance with District policies and procedures.
- Performs full supervisory activities, subject to management concurrence and in accordance with District policies, procedures, collective bargaining agreements and employee handbooks; interviews and participates in selecting new staff; establishes performance requirements; regularly monitors and evaluates performance; responds to grievances; with management concurrence, implements coaching or the progressive discipline process to address performance deficiencies; performs other activities relevant to supervision of assigned staff.
- Supervises, participates and instructs School Security Officers in handling routine and non-routine patrols and incidents; conducts and supervises complex investigations; participates in investigations initiated by Police departments or other government agencies.
- Responds to Districtwide emergency calls; provides direct on-scene support to schools/facilities during serious accidents, emergency incidents and school lock-downs; supports District Incident Command Team in response to disasters and major emergency incidents.
- Provides training and ensures all School Safety Officers understand and perform in compliance with established departmental policies, regulations and procedures; may serve as a field training officer.

- Provides safety, security and emergency preparedness consultation to schools, District office security staff, and other District employees as needed.
- Evaluates school security operations and activities and recommends and implements improvements and modifications.
- Ensures safety policies and safe work procedures are followed; ensures safety equipment is in sound working condition and that department employees have participated in safety training; directs ongoing facility safety inspections to ensure compliance with building, fire and safety codes.
- Maintains a variety of records and prepares reports.
- Serves on committees and may represent the District at local, regional, state and national conferences, meetings, workshops and training seminars.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

An associate degree or equivalent college coursework with an emphasis in criminal justice or related coursework, and at least four years of progressively responsible in-school security or policing; or an equivalent combination of training and experience.

### **Licenses, Certificates and Other Requirements:**

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program is required.
- Possession of and ability to maintain BSIS Security Guard Registration and BSIS Baton and Mace Certificate.
- Must complete SB 1626 Course within six months of employment.
- CPR and First Aid certifications required within one year of employment.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Principles, practices, concepts and techniques used in a K-12 security department.
- Usage and operation of security technology including surveillance cameras, access control systems, visitor management systems, and communication devices.
- State and District rules, regulations and requirements related to job requirements including student discipline process, searches and seizures in an educational environment, Reasonable Suspicion and Probable Cause.
- California Education Code and other laws, ordinances, codes and regulations applicable to assigned areas of responsibility.

- District practices and procedures for budgeting, purchasing and maintaining public records.
- Methods and procedures for effective report writing; correct English usage, grammar, spelling and punctuation.
- Uses and operations of computers, standard business software and other standard business equipment.
- Safety policies and safe work practices applicable to the work.
- Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.
- Principles, practices and techniques of effective supervision including advising and training.

**Skills and Abilities to:**

- Plan, schedule, assign, supervise and evaluate the work of School Security Officers.
- Perform and train the duties of a School Security Officer including mediation and conflict resolution skills and the use of District investigation and surveillance techniques; plan and implement a safety training program for employees on the use of non-lethal weapons.
- Communicate tactfully, respectfully and effectively with others, both orally and in writing, in a manner consistent with school security and customer service practices.
- Secure premises and provide direct on-scene support in the event of major incidents or disaster.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Set priorities in order to meet timelines and schedules and exercise sound, independent judgment within areas of responsibility.
- Wear a District security uniform and police duty belt.
- Operate a District vehicle.
- Maintain detailed and confidential employee and student records and files.
- Provide support to the manager in developing security policies and procedures and in ensuring compliance with department financial, legal and administrative requirements.
- Understand, interpret, explain and apply applicable rules, regulations, policies and procedures, laws, codes and ordinances.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Physical Demands:**

While performing the duties of this class, the employee must maintain physical fitness requirements necessary to perform the job functions with or without accommodation, including the ability to sit, walk, run, and stand for extended periods; talk or hear, in person and by telephone; reach with hands and arms and perform repetitive movements of hands or wrists; position and maintain traffic barricades; lift up to 50 pounds; wear safety equipment and police duty belt typically weighing up to 30 pounds and occasionally up to 50 pounds. Vision requirements include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.

**Mental Demands:**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; analyze and solve problems; use basic math; work under deadlines with interruptions; and interact with others encountered in the course of work.

**WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The employee works in a school and office environment with exposure to computer screens, noise and outside weather conditions. Work involves contact with hostile or abusive individuals. Some duties may involve exposure to dust, fumes and traffic.

The employee is required to travel to various District sites and to respond to emergency situations.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

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*Name Printed*