

## LEAD SCHOOL SAFETY MONITOR

### **JOB SUMMARY**

Under general supervision, leads and provides training to other School Safety Monitors and Playground Supervisors, while ensuring and maintains the safety of students, staff, the public, and school equipment and property by patrolling and monitoring school grounds, campus buildings and other related areas. In addition, the Lead School Safety Monitor identifies, reports and verbally discourages actual and/or potential threats involving student and/or personnel safety.

### **DISTINGUISHING CHARACTERISTICS**

This classification differs from other classifications in that the incumbents monitor and patrol their respective school grounds/campus to ensure the safety of students, staff, the public and school property. It differs from the School Safety Monitor in that it is assigned additional responsibility for leading and providing training to other campus safety and supervision staff.

### **SUPERVISION RECEIVED AND EXERCISED**

Job incumbents in this classification report directly to the Director of Risk Management, Workers' Compensation, and Safety, and their respective principal. This class does not exercise supervision over other positions but serves as a lead to assigned campus safety and supervision staff.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

- Leads and provides technical guidance to School Safety Monitors as well as playground and campus supervision staff.
- Assists, as directed, in the onboarding of new and ongoing training of current campus safety and supervision staff.
- Provides supervision at school and District events, serving as a lead to other assigned safety and supervision staff and community volunteers.
- Supports administration by proactively identifying and communicating campus safety and security concerns, serving as a resource to and liaison between staff and administration on related campus safety issues.
- Observes, patrols and monitors their respective school grounds/campus to ensure and maintain the safety of students, staff, the public and school property, which includes monitoring lunch areas, walkways, restrooms, parking lots, gates, entrance and exit areas and other related areas;
- Escorts, directs, orients and monitors students, visitors and non-school/unauthorized personnel to designated school locations;
- Enforces and complies with District policies, rules, regulations, processes, procedures, protocols and plans regarding the safety and security of students, staff and school property;
- Follows established procedures in case of accident, injury and/or illness;
- Observes, identifies, reports, monitors and verbally discourages actual and/or potential threats involving student or personnel safety, unsafe conditions or problems with security, student conflicts, altercations and/or school disorders, disruptions and/or violence which includes vandalism, thefts and illegal activities;
- Observes and reports any damage, graffiti and maintenance issues to school property;
- Maintains a positive relationship with students, staff and the community;
- Responds to inquiries by providing information and direction to students, staff and the public;
- Communicates, collaborates, coordinates, participates and assists District personnel in handling emergency situations including the supervision of students, staff and the public during emergency situations;

- Evaluates and communicates the seriousness of a given situation and calls for assistance to report the emergency as necessary;
- Administers first aid and CPR to students, staff and the public when on school grounds/campus;
- Maintains radio communication with school personnel;
- Checks to ensure the locking and unlocking of gates, doors, bathrooms and classrooms as assigned;
- Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

Any combination of education and experience equivalent to:

**Education:** Graduation from high school or GED is required.

**Experience:** Three years of experience working in school safety and student supervision is required.

### **Knowledge of:**

- Federal, state and local laws relating to school and student safety and security;
- Applicable District policies, regulations, processes, procedures, protocols and rules;
- Methods of grounds/campus control and patrolling;
- Principles, techniques and practices used in guiding, motivating and supervising students;
- Interpersonal skills using tact, patience and courtesy;
- Principles and practices of patrol, safety and security;
- Principles and practices of leading and training work activities of others.
- Principles, regulations, practices and rules of workplace safety;
- Practices of excellent customer service;
- Practices of recordkeeping and report writing;
- Formal English and word usage;
- Basic arithmetic;
- Applicable computer software applications and programs including Microsoft Office Suite.

### **Ability to:**

- Lead, instruct, train, and coordinate campus safety and supervision techniques and activities to related staff.
- Adhere to and implement applicable federal, state and local laws;
- Adhere to and implement District policies, regulations, processes, procedures, protocols, rules and plans;
- Assure student and the public's compliance with policies and procedures of the school and District;
- Observe situations, define issues, analyze problems, evaluate alternatives, arrive at sound solutions, and take appropriate actions in a timely manner;
- Patrol and monitor assigned school grounds/campus;
- Communicate clearly and effectively, both orally and in writing;
- Effectively provide information and instructions to students, staff and the public;
- Effectively handle and resolve conflicts that may arise;
- Effectively manage and adjust to change;
- Effectively exercise discretion and judgment in choosing appropriate courses of action in a timely manner and responds appropriately with tact, patience, courtesy and urgency;

- Effectively build rapport, and establish and maintain cooperative, working relationships with others, including administrators, District personnel, students, staff and the public;
- Take initiative;
- Effectively prioritize, handle and respond to stress and changes at work as well as to competing and/or difficult situations as they arise;
- Effectively work in a team environment;
- Effectively anticipate the needs of customers and provide excellent customer service;
- Maintain accurate records;
- Operate a variety of office equipment and utilize various computer software applications (e.g., Word) and programs for the preparation of correspondence and reports, etc.;
- Operate a two-way radio;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

**Special Information:**

- Job incumbents in this classification must obtain a valid first aid and cardiopulmonary resuscitation (CPR) certificate from the American Red Cross within the first six months of employment and must maintain such certificates as a condition of employment.
- Must possess and/or be willing to obtain, within the first six months of employment, a certificate indicating completion of an approved School Campus Security Training course meeting the requirements set forth in SB 1626 and Education Code 38001.5. Must attend annual District-sponsored Campus Safety Training.

**PHYSICAL STANDARDS**

*The work environment and physical demands of the positions described below are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position.*

**Work environment:** The incumbent works in several environments including both indoor and outdoor environments, and on/near student playground equipment. The incumbent will be exposed to seasonal heat, cold and/or adverse weather conditions. The incumbent is in direct contact with students, the public and other employees. The incumbent is required to effectively manage constant interruptions and appropriately respond to crisis and emergency situations in a timely manner. Negative interactions resulting from these contacts can result in stressful situations. The incumbent may be at a higher level of exposure to infection due to the nature of interactions with others. The noise level in the work environment is loud.

**Physical environment:** Primary functions of the position require sufficient physical ability and mobility to work in both an indoor and outdoor environment as follows; to stand and walk for extended periods of time; to bend at the waist and stoop, kneel, crouch and crawl; to climb stairs; to reach with hands and arms, reach overhead, above shoulders and horizontally; to handle objects and tools; to regularly lift and move up to fifty (50) pounds without assistance; to see, with or without correction, within normal visual range in addition to possessing specific vision abilities required by this job such as close vision, color vision, peripheral vision and depth perception; to hear within the normal audio range with or without aide; to communicate orally and in writing in order to exchange information with others. Regular physical attendance at work is an essential requirement of this job classification.

*The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job perform additional duties and additional duties may be assigned.*

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<b>Personnel Action</b>	<b>Personnel Action Date</b>
Adopted by the Personnel Commission	5/24/2022