



YOUTH DEVELOPMENT & SAFETY SPECIALIST

DEFINITION

Under general supervision, organizes various activities and programs to promote and reinforce a positive school climate; provides mentorship to students in modeling appropriate conduct, teaching and fostering healthy life skills, and assisting students with behavioral and school performance issues; provides security, safety, and protection to students, personnel, equipment, and property; enforces laws and regulations and responds to emergency situations; provides service internally to school programs within the County Office, and externally to public schools, and school programs within San Mateo County; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of the Safe and Supportive Schools program. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Facilitates experiential activities centered on issues relevant to the social and emotional development of students; conducts and leads team-building activities to develop and enhance student social skills, build confidence, and teach life skills in a safe and supportive environment.
- Serves as a resource for individual students to discuss issues, provides information and makes referrals to appropriate personnel; utilizes strategies to mitigate and de-escalate conflicts between students, students and staff, and between other individuals on campuses.
- Assists students in resolving conflicts in a positive and constructive manner using conflict resolution strategies and mediation techniques; participates in the training of students and staff in conflict resolution strategies and mediation techniques.
- Consults with teachers, administrators, and other staff regarding specific social, emotional, academic and behavioral needs of individual students at risk of dropping out; evaluates and makes recommendations in developing and implementing appropriate, healthy, and effective plans for students; assists in identifying problems contributing to students' attendance issues and the development and implementation of programs and incentives to provide opportunities to improve attendance.
- Assists students in completing classroom assignments, homework, and projects in various subject areas; assists students by answering questions, providing proper examples, emotional support, and general guidance; explains and assists students with understanding homework instructions.

- Participates in various professional development trainings centered on mental health, diversity, growth, development, self-esteem, sexuality, drug/alcohol use, and other behavioral/emotional issues that present difficulty for youth.
- Oversees school properties and surrounding areas to ensure safety and security of students and staff; protects students, personnel, equipment, and property by performing inspections on foot for unsafe conditions, illegal acts, and unauthorized persons on and around designated properties.
- Enforces school site policies, procedures, rules, and regulations regarding campus safety, security, and appropriate student behavior in school activities, events, and programs; corrects improper, unsafe, and/or disorderly activities in accordance with expected student behavioral standards; reports student violation of rules, policies, and regulations to school administration as appropriate.
- Responds to emergency situations and administers first aid as needed; assists injured or ill persons with appropriate care in accordance with First Aid and CPR/AED protocols; responds to calls involving alarms, thefts, disturbances, vandalism, and other illegal activity, on or around school grounds; investigates situations and disturbances, collects and preserves evidence, and takes statements to support administrators in addressing incidents.
- Assists in the implementation and facilitation of the school safety and disaster preparedness plans; reviews and assists with lockdown-barricade, shelter-in-place, and evacuation procedures; contributes to first aid and communication procedures and duties as assigned.
- Responds to fire and safety hazards and reports emergencies to the appropriate authorities; responds to fire and burglar alarms and extinguishes small fires.
- Observes and complies with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

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

- Equivalent to an associate degree from an accredited college in general studies or equivalent, and
- Three (3) years of progressively responsible experience working in public school security, youth development programs, providing classroom instructional support, or a closely related field.

Licenses and Certifications:

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.
- Possession of, SB 390 and SB 1626 certifications, to be maintained throughout employment.
- Possession of, a valid and current First Aid and CPR/AED certification, to be maintained throughout employment.

Knowledge of:

- Current issues contributing to the emotional, social, and behavioral health of teenage youth.
- Team-building and other activities centered on developing social skills and building student confidence De-escalation, mediation, conflict resolution and mitigation techniques.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students Emergency response and action procedures.
- Methods, procedures and practices of effective student safety and security Procedures and laws of mandated reporting.
- School security policies, procedures and regulations Crowd and traffic control techniques.

- Standard broadcasting procedures of a hand-held two-way radio system Investigation, record keeping and report preparation and writing techniques Basic instructional methods and techniques.
- Basic subjects taught in public schools First aid and CPR/AED techniques.
- Policies and objectives of assigned programs and activities Operation of standard office and job site equipment Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- SMCOE and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and SMCOE staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Preserve and protect students, personnel and organizational property.
- Model healthy conduct and provide guidance to students in emotional, social and behavioral issues Lead and facilitate activities centered on developing social skills and building student confidence Enforce applicable laws, rules and regulations.
- Tutor and reinforce instruction to individual students or small groups of students Analyze situations quickly and adopt a safe and effective course of action Interpret, apply and explain rules, regulations, policies, and procedures.
- Communicate effectively with diverse populations including but not limited to, students, staff, administrators, and the public.
- Report and respond to fire and safety hazards.
- Apprehend and restrain individuals that pose immediate threat Interview witnesses, complainants, and suspects.
- Organize and write clear and concise reports of incidents Administer first aid, CPR and AED.
- Operate a computer, two-way radio, video monitoring equipment and other job-related equipment
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others Communicate effectively both orally and in writing.
- Observe health and safety regulations Maintain records and prepare report.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess the mobility and physical strength and stamina to respond to emergency situations and accidents; to operate a motor vehicle and to visit various Office and meeting sites; vision to read printed

materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate various equipment and devices. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WORKING CONDITIONS

Some positions may require working varied shifts and/or alternate schedules as needed.