



**CLASSIFIED**  
**Job Classification Description**  
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 APPROVED MOTION NO. 32-2023/24  
 DOCUMENT NO. 28-2023/24  
 DATED: 10/19/23

<b><u>SCHOOL SAFETY OFFICER LEAD –THERAPY SUPPORT DOG</u></b>	
<b>DEPARTMENT/SITE:</b> Student and Family Support Services  <b>REPORTS TO:</b> Director of Safety and Security	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit <b>SALARY RANGE:</b> 32 <b>WORK CALENDAR:</b> 261  <b>FLSA:</b> Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Safety and Security, the School Safety Officer - Therapy Support Dog is responsible for providing support to the instructional process with specific responsibilities for the safety and welfare of students while on Elementary and Junior High School grounds, monitoring personnel and visitors; communicating information in response to inquiries; and enforcing the school and District rules and regulations about student academic behavior. A therapeutic support dog will be provided for the needs of MUSD to help students deal with stress, process mental health concerns, boost academic engagement, and deter drugs on school campuses through positive interventions.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are at the lead level of the School Safety Officer series. The School Safety Officer Lead –Therapy Support Dog performs activities related to the support and operation of the Security Services Programs, specifically assisting school personnel with student control and leading School Safety Officers and other campus security activities at the elementary and junior high level while also handling and caring for a therapy support dog.

School Safety Officers are at the entry level of the School Safety Officer series. The School Safety Officer performs activities related to the support and operation of the Security Services Programs, specifically maintaining safety for the welfare of students while on school grounds and enforcing rules and regulations about student academic behavior and drug prevention.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists the Supervisor of Safety and Security in planning the annual graduation ceremony regarding safety and security purposes for the school sites.
- Attends school site football games, major dance functions, and graduation ceremonies on and off-campus.
- Attends all trainings necessary to prepare the Support Dog for duty.
- Collaborates with community agencies (e.g., law enforcement, courts, mental health agencies) to address individual cases and/or acts regarding criminal activities, vandalism) for the safety and

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security of the school site.

- Communicates safety and security policies and enforcement procedures to students, staff, parents, and visitors to ensure understanding of information and the potential consequences of violating policies and procedures.
- Compiles site and/or security documents and statistics for the Supervisor, as directed, for presentations to the Board of Trustees and other meetings.
- Conducts home visits in collaboration with site staff (e.g., school counselor, psychologist, nurse, student advocate) to carry out health and welfare checks, attendance issues, to respond to emergencies in and around the school campus, and other necessary reasons, utilizing assigned District patrol vehicles.
- Coordinates the supervision of students while entering, moving around, parking, and exiting both on-campus and off-campus school activities.
- Coordinates with the Supervisor of Safety and Security to identify training presentations and materials and conducts site training on emergency procedures, lockdowns, drill procedures, etc.
- Ensures the Support Dog is adequately fed, sheltered, groomed, exercised, and provided veterinary care. (It should be noted that all of the Support Dog's necessities, such as food, kennel, and veterinarian visits, will be paid for by MUSD).
- Escorts students, school personnel, and/or visitors to provide direction, ensure safety, and provide site security.
- In coordination with site administration, conducts and monitors fire drills, lockdowns, and other emergency procedure drills for compliance with established guidelines.
- Leads and directs School Safety Officer response to significant and/or major incidents for primary site and additional sites; dispatches Officer crews to site incidents; assigns Officers to act as primary when no longer appropriate for Lead Officer to be primary; assigns overtime duty for special events on campus by seniority.
- Monitors camera surveillance systems on campus; accesses and secures surveillance video to be utilized in identifying individuals and activities of a criminal and/or behavioral nature.
- Monitors student behavior on and around campus to ensure student compliance with established guidelines, maintaining a safe and positive learning environment and secure facility.
- Participates in workshops, in-service training, and hearings (e.g., court hearings, suspension, and expulsion hearings) to convey and/or gather information required to perform job functions.
- Responds to situations that indicate a need for a Support Dog (e.g., assisting with small group counseling, De-escalation techniques, individual counseling sessions for worry, anxiety, grief, etc., lunch or visits with MUSD Support Dog as rewards for attendance, behavior intervention incentives, and greeting students and welcoming new students) providing additional support.
- Responds to various situations (e.g., accidents, injuries, vandalism, suspicious activities, alarms) to resolve immediate safety and/or security concerns.
- Responds to inquiries from students and parents regarding campus security issues to provide information, direction, and/or referrals.
- Reviews incident reports submitted by School Safety Officers for correct grammar and content; submits formal incident reports; prepares written materials.
- Testifies in court proceedings for the purpose of providing information regarding alleged illegal activity.
- Transports students (e.g., to and from home, court proceedings, or juvenile hall) to ensure the individual's arrival at a specific destination, utilizing the assigned District patrol vehicle.
- Works with school administration while following the chain of command to manage the school's activities to maximize school safety.

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

**Knowledge of:**

- Conflict resolution techniques appropriate to deter situations from escalating
- Laws related to minors and educational settings
- Justice system as it relates to students or criminal/civil activity in the school environment
- Safety practices and procedures
- Health standards and hazards
- Camera surveillance systems
- Current policies, codes, laws, regulations and procedures
- Use of job-related software applications, including virtual meeting platforms
- Business telephone techniques and etiquette
- Correct English usage, including grammar, spelling, punctuation, and vocabulary
- District policies and procedures associated with educational processes
- District organization and locations

**Skills and Abilities to:**

- Work with dogs and command obedience
- Properly house and care for the Support Dog (Safety & Security Administration will clear the living conditions before placement)
- Handle and control the Support Dog humanely and effectively under stressful or emergency situations
- Maintain a clean and safe environment, including picking up excrement
- Maintain a schedule based on the Support Dog’s needs
- Evaluate any situation for potential security issues
- Work with various ethnic, cultural, gender, age, and beliefs of students and teachers
- Operate standard office equipment utilizing pertinent software applications
- Plan and manage complex and responsible projects; problem-solving, logical thinking
- Prepare and maintain Security Services files and records and ensure confidentiality
- Display exemplary planning, prioritization, and time management skills
- Communicate with diverse groups, maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Read, write, and communicate clearly in English; a second language (usually Spanish) may be required
- Perform well under pressure for competing time-sensitive priorities

**RESPONSIBILITY:**

Responsibilities include working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

High School diploma or equivalent. Security and/or law enforcement training courses are highly desirable.

**EXPERIENCE REQUIRED:**

Two (2) years of experience working as a MUSD School Safety Officer or three (3) years of experience working with youth and/or safety and security work.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver’s License to provide transportation to transport students, school staff, and others for home visits, meetings, and other events and training associated with essential functions, duties, and tasks.
- CPR/First Aid Certificates
- Pepper spray Certification (may be required)
- Arrest and Control or 832 P.C. Certification (is highly desirable)
- SB 390 Certificate Mandated Training
- Other certifications and training (e.g., drug evaluation, Redirect, sexting) (may be required)
- MUSD’s District Driver’s Authorization

**CERTIFICATIONS AND TESTING REQUIRED:**

- Completion of Therapy Dog Handler Certification (within 6 months of hire): The district will pay for the training
- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam through the District’s provider at District’s expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations.)*

- Work is primarily outdoors and requires walking and standing for extended periods
- Job is performed under temperature extremes and under conditions with some exposure to the risk of injury and/or illness
- Lifting students or objects such as boxes containing documents up to 60 lbs.
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling, reaching, handling, or crouching to retrieve and store materials and to assist students
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screens and to supervise students