



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 13, 2017

Agenda Item:

Discuss and approve the Revised Classified Job Description for School Safety Officer.

Agenda Placement:

Action

Background:

District administration has made changes in the reporting structure for the Classified Job Description of School Safety Officer; this position will now report to the Site Administrator or Designee. In reviewing the job description; changes have been made to the Purpose Statement and Clearances.

Recommendation:

It is recommended that the revised Classified Job Description be approved as presented.

Madera Unified School District Classified Job Description

School Safety Officer

Purpose Statement

The job of School Safety Officer was established for the purpose/s of providing support to the instructional process with specific responsibilities for the safety and welfare of students while on school grounds; monitoring personnel and/or visitors; communicating information in response to inquiries; and enforcing the school and District rules and regulations pertaining to student academic behavior and drug prevention.

This job reports to ~~School Safety Officer Supervisor~~ **Site Administrator or Designee**

Essential Functions

- Collaborates with community agencies (e.g. law enforcement, courts, mental health, etc.) for the purpose of addressing individual cases and/or taking action regarding criminal activities, vandalism, etc. for the safety and security of the school site.
- Communicates safety and security policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.
- Conducts and monitors fire drills, lock downs and other emergency procedure drills for the purpose of complying with established guidelines.
- Escorts students, school personnel and/or visitors for the purpose of providing direction, ensuring safety and providing site security.
- Maintains a variety of files and records (e.g. schedules, incident reports, emergency drill records, etc.) for the purpose of ensuring the availability of information for future reference and/or audit for compliance to established policies.
- Monitors student behavior during and between assigned periods and at student events (e.g. lunch room, classrooms, detention, dances, home games, 'time outs,' etc.) for the purpose of ensuring student compliance with established guidelines, maintaining a safe and positive learning environment, and secure facility.
- Participates in unit meetings, in-service training, workshops, hearings, etc. (e.g. court hearings, expulsion hearings, etc.) for the purpose of conveying and/or gathering information required to perform job functions.

- Patrols school facilities (e.g. grounds, roads, buildings, adjacent areas, parking lots, etc.) for the purpose of providing visibility, maintaining security and deterring criminal activities.
- Prepares written materials (e.g. incident reports, referrals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lot/s.
- Refers incidents including personal injuries, altercations, suspicious activities, rule violations, etc. to appropriate site personnel and/or city police for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.
- Responds to a variety of situations (e.g. accidents, injuries, vandalism, suspicious activities, alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Responds to inquiries from students and parents regarding campus security issues for the purpose of providing information, direction and/or referral for addressing inquiry.
- Testifies in court proceedings for the purpose of providing information regarding alleged illegal activity.
- Transports students (e.g. juvenile hall, etc.) for the purpose of ensuring the individual's arrival to specific destination.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including software; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent

interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; setting priorities; working with frequent and sustained interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising 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 a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 70% walking, and 15% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Minimum Qualifications

Experience Two years experience working with youth and adults in an organized setting as an employee with a focus on law enforcement or security work.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical Exam

Certificates

Pepper spray certification
Arrest/Control Techniques (ACT),
First Aid & CPR Certification.
Valid CDL
SB 1626 Certificate

Continuing Educ./Training

SB 1626 Certificate
Mandated and Annual Training

Clearances

DOJ/FBI
Criminal Justice
Fingerprint/Background Clearance
TB Clearance
Physical Demands(E)

FLSA Status

Non Exempt

Approval Date

Salary Range