



MADERA UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING AGENDA ITEM COVER PAGE

Meeting Date: December 13, 2017

Agenda Item:

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

Agenda Placement:

Action

Background:

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

Recommendation:

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

Madera Unified School District Classified Job Description

School Safety Officer Lead

Purpose Statement

The job of School Safety Officer Lead was established for the purpose of assisting school personnel with student control as needed to ensure school safety and lead other campus security activities at the secondary level.

This job reports to ~~School Safety Officer Supervisor~~ **Director of Student Services or Designee**

Essential Functions

- Coordinate, as directed, the supervision of students while coming onto, moving around, parking and leaving both on-campus and off-campus school activities.
- Direct safety officer response to incidents as instructed, necessary or when no longer appropriate for contact officer to be primary.
- Work with students and staff to provide information and support.
- Review reports for correct grammar and content, as directed.
- Review and maintain records as needed for program management and legal compliance, as directed.
- Work with school administration, while following the chain of command to manage the activities of the school in a way that maximizes school safety.
- Lead school safety officers on large and/or major incidents or as directed.
- Compile site and/or security documents and statistics for presentations to Supervisor, as directed.
- May be required to act as OIC (Officer In Charge) in absence of Safety Officer Supervisor.
- Other related duties as assigned.

Job Requirements:

Skills, Knowledge and Abilities

- Conflict resolution techniques appropriate to deter situations from escalating.
- Law related to minors and educational settings.
- Currently community activities (ex: gangs, agency programs, services, etc.).
- Sensitivity and ability to work with various ethnic, cultural, gender, age and beliefs of students and teachers.
- Justice system as it relates to students or criminal/civil activity in the school environment.
- Work harmoniously with a variety of staff, students, and the public.
- Maintain an even temperament and emotional control at all times.
- Evaluate any situation for potential security issues.
- Maintain appropriate confidentiality about the status of students, staff, and school.

- Work with students in a way that builds trust and esteem by remembering student's names, communicating expectations clearly, and acknowledging unique differences.
- Understand, implement, and give oral and written instructions in English.
- Contribute to successful fulfillment of the District Mission.
- Conduct responsibilities of the position based on information and instructions provided in English.
- Learn and appropriately apply District policies and procedures and other regulations related to the position.
- Learn and apply current technology to assigned duties.

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 of experience as a MUSD School Safety Officer

Education 1. High School diploma or equivalent.
2. Security and/or law enforcement training courses desired. 832 P.C. Arrest and Control, Interview and Interrogation

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical Exam

Certificates

Valid California Driver's License
Pepper spray certification
Arrest and Control or 832 P.C.
MUSD's District Driver's Authorization

Clearances

Criminal Justice

~~Fingerprint/Background Clearance~~

DOJ/ FBI Background Clearance

TB Clearance

Physical Demands(E)

FLSA Status

Approval Date

Salary Range

Non Exempt