

**SAFETY SUPERVISOR**Job Summary

Under the direction of the Principal of the Middle School, this position will handle problems concerning students within the framework of school and District policy, procedures, and practices. Assist and maintain Board policies and Administrative regulations in regards to safety plans that meet local, state, and federal guidelines including field trips and activities off campus. This position will also assist an elementary school and alternative school, working under the authority of the appropriate principal or assistant principal at each of these separate sites.

## Qualifications

## Required:

- High School diploma or equivalent
- Two years' experience working with school level students
- CPR and First Aid Certificates
- Valid California Driver's License

## Desirable:

- Safety and/or Security Officer Certificate and/or Training
- 60 plus College Units
- Bilingual (Spanish/English)

## Knowledge and Ability

1. Ability to relate well with staff, students and parents
2. Ability to handle confidential information in a professional manner
3. Ability to use office equipment and computers
4. Knowledge in correct English, spelling, grammar and punctuation
5. Knowledge in secretarial/clerical practices and procedures
6. Ability to learn and apply applicable procedures, rules, and regulations
7. Ability to compile a variety of attendance information and data
8. Ability to make decisions necessary to execute those functions delegated by Administration
9. Knowledge and ability to operate still and video cameras to record evidence

Essential functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Review, assist and monitor emergency procedures
2. Works with Lead Safety Supervisor on facilitate emergency and safety communication system and District/Site plans.
3. Assist on Williams Review and Facility Safety Monitoring
4. Participates safety meetings with district personnel including, but not limited to, coordinating with KCOE Workman's Compensation
5. Assist Lead Safety Supervisor with local police and fire departments in planning and implementing safety measures and drills district wide
6. Assist in coordination of annual CPR training for all staff mandated to obtain certification
7. Work closely with all CUSD Safety Supervisors and Site Administration
8. Participate in development of rules and regulations for the all schools
9. Participate and make necessary notifications to parents and other concerned parties regarding student violations as directed by Site Administration.
10. Make home visits regarding investigations, attendance problems, truancy, and other matters of concern
11. Transport students home as necessary
12. Assist Site Administration of campus supervision as assigned
13. Monitor gang activity and graffiti
14. Detain students under the influence and/or in possession of illegal substances and paraphernalia

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15. Administer sobriety tests and conduct searches
16. Assists students with problems and concerns, making referrals where necessary
17. Assist ill or injured students when no nursing staff is available
18. Monitor parking lots
19. Escort intruders from the campus
20. 15. Respond to calls off campus and retrieve students from nearby areas and businesses as needed
21. 16. Respond to and investigate 'party' calls at local residences
22. 17. Deal directly with students who are referred by staff members to disciplinary reasons as directed by Site Administration.
23. Respond to requests for assistance in the classrooms and other staffed areas; remove problem students and/or restore order
24. Conduct preliminary investigations involving fights, disputes or matters of potential trouble; also thefts, vandalism, and other violations of the discipline policy
25. 18. Monitor loading and unloading of school busses and respond to assistance calls by drivers; restore order, gather information, remove problem students, etc.
26. 19. Act as liaison for law enforcement and security personnel concerning students and assist as needed
27. 23. Supervise lunch detention
28. 24. Keep accurate records
29. 27. Perform a variety of secretarial and clerical duties as needed:
30. Attend to office visitors and telephone callers and either;
31. Answer questions regarding school activities, programs, procedures, etc.
32. Refer persons to another source of information
33. Schedule appointments with Vice Principals
34. Operate office equipment, including copy machines, computers, scanners, shredders, laminating machines, I.D. photo machines, etc.
35. Input into and retrieve data from AERIES system
36. 28. Assist in explaining school rules and policies to new students.
37. 29. Complete miscellaneous tasks as required by Site Administration.

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
7. Physical ability to lift, bend, stoop, and to reach overhead.
8. Facility and physical ability to meet the multiple demands from several people and at times come into contact with dissatisfied or abusive individuals
9. Facility to meet deadlines with severe time constraints, interact with the public and other workers

**Note:**

This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Hours per day: 8 hours (flexible as needed)

Days per year: 184

Classified salary schedule: Range 19 (\$16.97 - \$21.74)