OVERALL RESPONSIBILITY

Under general direction, provide for a safe and secure school environment, foster an optimal learning environment and act as a deterrent to unsafe or poor behavior by patrolling the campus, monitoring student behavior, serve as a role model, enforcing school and District policies, intervening in physical encounters, monitoring visitors and reporting unsafe or unhealthy conditions. The School Safety Officer is distinguished from the Campus Supervisor based on the level of responsibilities.

SPECIFIC RESPONSIBILITIES

1. Patrol and monitor the campus and surrounding areas, bus stops, parks, and other public and unsupervised places to ensure the safety and well-being of students and staff and the safety of the facility; detain students until being transported as needed. E

2. Display moral, ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. E

3. Wear District designated attire in a presentable manner during assigned work hours.

4. Intervene in situations likely to result in disruption or injury and direct students to refrain from such conduct. E

5. Assist with promoting a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations.

6. Assist with supervision and policy enforcement before, during and after instructional periods.

7. Assist in the removal of disruptive students from classes when needed.

8. Assist District staff, police, emergency personnel, and other agencies in handling emergencies or disruptive situations. E

9. Assist visitors with directions and secure proper identification. Intercept unauthorized visitors and escort them to the appropriate department, area or off campus. E

10. Investigate and report any discipline infractions, unauthorized visitors, and acts of vandalism to the appropriate agency personnel and/or District administration. E

11. Notify District administration and/or appropriate agency personnel of any emergency, potentially dangerous or unusual situations. E

12. Notify District administration and/or appropriate agency personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, anabolic steroids or any mandated requirement. E

13. Administer drug and alcohol tests as needed.

14. Assist District staff with home visits as needed. E

15. Participate in appropriate in-service training and workshop programs. E

16. Protect confidentiality of records and information related to students, staff and investigation and adhere to applicable regulations and laws when sharing information. E

17. Adhere and enforce applicable federal statutes and regulations, California law, State Education Code rules and regulations, Board of Education policies and procedures and contractual obligations. E

18. Take action on temporary repairs on school property and equipment as appropriate. E
SCHOOL SAFETY OFFICER (continued)

SPECIFIC RESPONSIBILITIES (continued).

19. Prevent illegal parking, tampering with vehicles and loitering in school parking lots according to established procedures; assist with traffic and crowd control at special events as assigned; write tickets as appropriate. E

20. Prepare and maintain a variety of records and reports related to vandalism, safety incidents, issues, hazards and activities. E

21. Utilize technology to input, create, maintain, or update records, reports, or other related information. E

22. Communicate with District staff and/or appropriate agency personnel to receive and exchange information related to safety, vandalism, crimes, investigations, repairs, school activities and safety issues; contact parents to coordinate the release of juveniles; serve as a witness in student conferences, disciplinary hearings/proceedings; testify in court and hearings as needed. E

23. Operate a District vehicle and report needed maintenance and complete required reports. E

24. Maintain participation in CA DMV Assessment System/Automatic Pull Program. E

25. Operate a variety of security and safety equipment including, but not limited to, handcuffs, batons, hand-held radios, and pepper spray. E

26. Effectively communicate and maintain cooperative relationships with those contacted during the course of work. E

27. Perform other related duties as assigned.

SALARY

Classified Unit Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:
- Knowledge of investigative techniques and procedures.
- Knowledge of safety measures and procedures.
- Knowledge of crowd control procedures.
- Knowledge of report writing.
- Knowledge of laws, regulations, policies, and procedures related to assigned duties.
- Knowledge of interpersonal skills sufficient to deal with normal and possibly confrontational situations.
- Ability to diffuse situations calmly and with authority and react appropriately in unusual or emergency situations.
- Ability to exercise strict confidentiality of campus and student issues.
- Ability to deal tactfully and diplomatically with students and general public.
- Ability to understand and follow oral and written directions.
- Ability to work cooperatively with students, the general public, district personnel and law enforcement agencies with poise and consistency.
- Ability to acquire and maintain related certifications.
- Ability to meet state and district standards of professional conduct as outlined in Board Policy.

Desirable Requirements:
- Knowledge of California Education Code, California Penal Code, and school and district conduct code and rules related to assigned duties.
- Knowledge of operation of a two-way radio system and radio communication procedures.
- Knowledge of basic first aid, CPR and safety practices.
- Knowledge of health and safety regulations.
- Ability to learn rapidly and apply the laws of arrest and the school regulations.
QUALIFICATIONS (continued)

Experience
Minimum Requirement:
Two (2) years experience as a public or private safety, security or law enforcement officer.

Desirable Qualification:
Three (3) years experience as a security or law enforcement officer and show evidence of successful experience working with students.

Education
Minimum Requirement:
Graduation from High school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

License/Certificate
Minimum Requirements:
Valid California Driver’s License – Class C.
Possession of or ability to maintain a BSIS Guard Card, Firearms Familiarization Course, BSIS Baton and Chemical Agent Certification, Handcuffing and Control Hold Course, SB 1626 Course, Drug/Alcohol Recognition Certification within one year of employment. CPR and First Aid certifications required within one year of employment.
Successful completion of a background investigation comparable to the P.O.S.T guidelines for similar positions.
Must provide a DMV printout within five (5) work days of offer of employment.

Physical Characteristics
With or without the use of aids:
Sufficient vision to read small print.
Sufficient hearing to hear normal and telephone conversations.
Sufficient hearing to follow directions.
Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
Sufficient dexterity to use hands and fingers to print or write legibly, operate telephone, computers, safety equipment, tools and/or controls.
Sufficient lower body strength, stamina and mobility to sit, stand, kneel, walk, stoop, squat, bend and extend legs for prolonged periods of time.
Sufficient physical ability to intervene in altercations and to detain students, staff or intruders.
Sufficient physical ability, strength, balance, mobility and stamina to climb stairs..
Sufficient physical ability, strength, mobility and stamina to drive a vehicle.
Sufficient physical ability to reach horizontally and vertically with arms.
Sufficient physical ability, strength, mobility, and stamina to lift, carry, push or pull objects which may frequently exceed 100 pounds.
Sufficient physical ability, strength, mobility and stamina to carry out job duties in hot, cold, and inclement weather conditions.

Pre-Employment Examination
A physical and tuberculosis examination is required as a condition of employment.
Examination shall be administered by a District provider and be at the District’s expense.
Individuals must evidence ability to perform physical requirements of position and test negative for tuberculosis.

REPORTS TO
School Safety Officer Supervisor

Cabinet Approved: 4/14/15
Unit Approved: 4/22/15
Board Approved: 5/11/15