

SCHOOL SAFETY AND SECURITY MANAGER

DEFINITION:

Under the direction of the Program Administrator, supervises, advises, and trains campus safety personnel, and participates in the enforcement, security, and protection of students, personnel, equipment and property of the district; provides assistance to district officials, staff, students, parents, citizens, and public safety agencies as appropriate while maintaining a safe environment which encourages, recognizes, and supports traits such as trustworthiness, respect, responsibility, fairness, caring and citizenship; and performs other related work as required.

ESSENTIAL DUTIES:

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

Participates in the enforcement, security, and protection of students, personnel, equipment, and property of the district; provides assistance to district officials, staff, students, parents, citizens, and public safety agencies as appropriate; coordinates crime prevention and protection activities such as a campus lock-down or truancy sweep in a designated area with local law enforcement agencies; assists school sites where emergencies are in progress or peace and order may be under threat; assess the situation and call for assistance from local law enforcement personnel as needed; respond to calls from district employees on a variety of school safety issues; explain district policies and rules in sections of the Education Code that apply to school systems.

Assists and participates in emergency preparedness, crime prevention, and safety programs; provides assistance in improving campus safety aide skills and abilities, resolving personnel conflicts or problematic situations arising out of assignments, supervises, coordinates, assigns, trains, and evaluates the work of assigned staff engaged in providing campus safety services for the district; works independently in the absence of specific instructions; works with other public safety agencies in emergency and non-emergency situations; assess district sites to identify existing or potential hazards, and advise or implement abatement procedures to avoid injury or accidents during a disaster event.

Communicate and disseminate information to district personnel on program activities and current development in emergency preparedness and disaster planning; provide training media such as a video recording on a specific emergency activity; make presentations and give briefings to district personnel on emergency preparedness; maintains liaison with local law enforcement agencies in matters concerning the school district; may conduct special or confidential investigations requiring advanced operational skills; attends staff meetings and participates in employee development activities as assigned.

Participates in district and campus activities as requested such as, providing training, as requested, on student safety issues, drug, alcohol, tobacco use and abuse, and gang violence issues; red ribbon week, assemblies, student activity days, career days, events, committees, and planning.

EMPLOYMENT STANDARDS

Training and Experience:

Any combination of training and experience which would indicate possession of the knowledge, skills, and abilities listed herein. An example is:

Five years of law enforcement or security work, preferably with juveniles or adolescents, and two years in a lead or supervisory role. Graduation from a Peace Officers Standards and Training

(P.O.S.T.) basic academy with a valid California P.O.S.T. certificate, an Advanced P.O.S.T. certificate is desirable. An Associate of Arts Degree or Bachelor's Degree, with a major in administration, justice, business, or public administration is desirable.

Knowledge of:

Policies, rules, and regulations concerning school campus control and appropriate student behavior;
Effective practices for maintaining campus control, security, and safety of students and district personnel;
California Penal and Vehicle Codes and City and County ordinances relating to criminal matters;
Sections of the California Welfare and Institutions and Health and Safety Codes that pertain to Juvenile Court law;
Group dynamics related to adolescents;
Techniques of group and crowd control;
Appropriate use of radio broadcasting equipment;
District safety and fire alarm systems;
Law enforcement methods and procedures related to traffic control, investigations, and identification techniques;
Pertinent school district, Education Code, local and state laws, local ordinances, particularly relating to theft, burglary, arson, malicious mischief, trespass, and other criminal matters;
Principles and practices of modern law enforcement including patrol, investigations, and special operations functions;
Principles and practices of supervision, training, and performance evaluation;
Principles of good interpersonal and public relations;
Basic mathematics;
English usage, grammar, spelling, and punctuation.

Ability to:

Analyze situations and adopt effective courses of action;
Apply and interpret laws, regulations, and rules, as well as district policies and procedures;
Collect and analyze information;
Communicate effectively, both orally and in writing;
Cope with stress and emergency situations;
Deal constructively with conflict and develop effective resolutions;
Deal effectively with juveniles and maintain good relations with school personnel, sworn and non-sworn personnel, and the public;
Demonstrate powers of observation and memory;
Effectively supervise, schedule, and train school safety personnel, maintain discipline, promote harmony, and maintain morale;
Assume responsibility and exercise independent judgment in selecting an appropriate course of action from among many alternatives;
Gather, assemble, analyze, evaluate, and use facts and evidence;
Keep complete and accurate records and prepare concise reports;
Maintain work effectiveness with frequent changes in workload and priority of assignments or dealing in emergency situations;
Meet schedules and timelines;
Obtain information through interview and interrogation;
Operate standard office equipment including computers and current software applications;
Plan, coordinate, and assign activities relative to areas of assigned responsibility;
Operate two-way radio equipment and enunciate clearly when broadcasting;
Respond to emergency and problem situations in an effective manner;
Think clearly and logically, use good judgment, and make quick and appropriate decisions in emergencies;

License and Certificate Requirements:

Shall successfully complete a P.O.S.T. approved course of training related to the role of School District Police Officer pursuant to Sections 832.3 (g) and (h) of the California Penal Code within the first six months of service;
Possession of a valid California class "C" Driver's License;
Evidence of adequate insurance for a motor vehicle which meets or exceeds the California legal liability insurance requirement, and continue to maintain insurability throughout employment.
Possession of a valid First Aid and CPR certificate.

Condition of Employment:

Must be free of any record of conviction for felony, narcotics, or moral offenses, as defined in the Education Code and Penal Code of California;
Must be physically and mentally able to perform the essential duties of the position without hazard to themselves or others;
Must be a U.S. citizen.

PHYSICAL DEMANDS

Employees in this classification drive a vehicle, have direct contact with the public, students and district staff, climb stairs and ramps, walk or stand for extended periods of time, use fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, see small details, use a computer and a telephone and other safety and security specific equipment.

WORK ENVIRONMENT

Employees in this classification work inside and outside, have direct contact with other district staff, students, and administration, in the absence of direct supervision; exposure to verbal abuse and harassment, potential physical hazards involved when intervening in anti-social, illegal, and violent behavior; possible fights, verbal and/or physical confrontations; work independently; in situations requiring a high degree of tact and diplomacy; with a high volume of work and stringent deadlines, with continuously changing priorities and intermittent diversions.

Salary Range: M-13

