

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Specialist, School Safety/Security	REPORTS TO:	Manager II, Emergency Planning/Crisis Response
DEPARTMENT:	Prevention & Intervention	CLASSIFICATION:	Supervisory
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	S-36/Supervisory Salary Schedule

BASIC FUNCTION:

Under the direction of an assigned supervisor, organize, coordinate and oversee work assignments, supervise and train Student Safety Assistant and Nontime Assistant personnel in providing safety, protection and security for District students, staff, property and adjacent areas; assist site administration in the evaluation process; and perform related duties, as assigned.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

Coordinate and conduct training for Division personnel, including workshops, refresher courses on current laws, regulations and District policies to provide clear expectations and support professional growth. *E*

Provide timely service in juvenile prevention and serve as liaison between the community, school administration and staff. *E*

Train, supervise and assist in evaluating the performance of assigned personnel. *E*

Patrol roads and streets near District sites in a vehicle, and on foot, to protect against crimes such as vandalism, burglary, trespass and theft; and prepare written reports. *E*

Survey and patrol District sites and other locations to prevent unruly and disruptive student behavior or damage to equipment to ensure a safe, clean, and orderly learning and working environment; report safety hazards observed at sites while on patrol. *E*

Patrol areas adjacent to schools and location in community identified as locations of loitering by students and adults; observe and respond to student behavior or unsafe or illegal acts; request identification of students as appropriate. *E*

Respond to crisis calls in a timely manner; assist Emergency Planning/Crisis Response Coordinator to conduct multiple forums with a diverse range of students, families, community and staff to encourage valuable contributions, identify concerns, trends and ways to improve campus safety; participate in Safety and Vulnerability Assessment. *E*

Assist with timely and thorough investigation of incidents, vandalism and thefts and report criminal activity; meet with faculty, administrators and other personnel, as needed; schedule meetings with Student Safety Assistants on a regular basis to provide clear expectations and ensure comprehension of tasks assigned. *E*

Participate in discussion committees with individual students, families and school staff for the purpose of channeling student activities into acceptable behavior, good attendance and academic achievement. *E*

Assist in directing emergency situations (e.g.; lock downs, fire drills, etc.) at schools. *E*

Inform site administrators and District security personnel in a timely manner of causes and effects of campus tension; prepare accurate and timely written reports regarding student behavior that is disruptive or unruly. *E*

Maintain current knowledge of codes, rules and regulations related to school safety; develop and maintain operational and procedural manuals related to safety activities. *E*

Discuss personal problems with a diverse range of students to dissuade them from destructive or injurious behavior (gang associations, drugs, etc.). *E*

Establish positive and collaborative working relationships with District staff, students, families and the public. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school graduation, one year of college level course work; five years of relevant experience.

SPECIAL REQUIREMENT:

Work adjustable work schedules that will include evenings, weekend assignments and graveyard shifts. Required to wear uniform and/or vest with FUSD logo.

LICENSES AND OTHER REQUIREMENTS:

Valid Class C California Driver's license; certificate of completion of a school security guard training course per Education Code 38001.5; pass CPI (Crisis Prevention Intervention) certification within six months of appointment; certification in American Red Cross standard first aid and cardio-pulmonary resuscitation.

Successful candidate(s) for this position will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of supervision, training and providing work direction.
- Objectives of assigned program and activities.
- Provisions of the Education Code and Penal Code regarding child abuse, controlled substances, loitering, truancy, alcohol and search and seizure.
- Interpersonal skills using tact, patience and courtesy.
- Techniques of group and crowd control.
- Safety rules and procedures to be observed by students.
- Patrol and security methods and procedures.
- Geographical layout of the District.
- Standards of courtesy and behavior expected of students.
- District safety and fire alarm systems.
- First aid and life saving techniques.
- Radio codes and two-way radio operation.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize, supervise, evaluate and provide clear work directions. Train security personnel to assist in providing a safe, clean, and orderly learning and working environment. Patrol buildings, grounds and adjacent areas to a school or District site to maintain order and prevent illegal acts. Utilize resources in diffusing volatile behaviors to protect the welfare of students and staff.

Demonstrate strong, empathetic listening and interpersonal relationship skills using tact, patience, and courtesy to communicate with students and staff.
Keep records and logs, and prepare reports.
Communicate, understand and follow both oral and written directions effectively.
Plan, organize and prioritize work to meet schedules and time lines.
Learn District organization, operations policies and procedures.
Operate a vehicle observing safe and defensive driving techniques.
Analyze situations accurately and timely and adopt effective courses of action.
Establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people.
Learn new or updated computer systems/programs or skills to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Assist in sustaining and monitoring the financial viability of the district.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoors and indoors environment, occasional inclement weather; driving a vehicle to conduct work; moderate and high stress levels; frequent contact with administration, school staff and students; exposure to dissatisfied or abusive individuals, confrontations and fights.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking to exchange information in person and on the telephone; seeing to read and prepare documents; dexterity to operate office equipments; standing and walking for extended period of time; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions