



**CLASSIFIED**  
**Job Classification Description**  
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 APPROVED MOTION NO. 22-2022/23  
 DOCUMENT NO. 10-2022/23  
 DATED 10/19/2022

<b><u>SCHOOL SAFETY OFFICER</u></b>	
<b>DEPARTMENT/SITE:</b> District School Site	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit <b>SALARY RANGE:</b> 28 <b>WORK CALENDAR:</b> 206 Days
<b>REPORTS TO:</b> Director of Safety and Security	<b>FLSA:</b> Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Safety and Security, the School Safety Officer provides safety and security support to the instructional process with specific responsibilities for the safety and welfare of students while on school grounds; monitors personnel and/or visitors; communicates information in response to inquiries; and enforces the school and District rules and regulations pertaining to student academic behavior and drug prevention. The incumbents in this classification provide the school community with safety student welfare, and security-related duties, in support of the Security Services Department, which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are at the entry level of the School Safety Officer series. The School Safety Officer performs activities related to the support and operation of the Security Services Programs, specifically maintaining safety for the welfare of students while on school grounds and enforcing rules and regulations pertaining to student academic behavior and drug prevention.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Collaborates with community agencies (e.g., law enforcement, courts, mental health agencies) to address individual cases and/or act regarding criminal activities, vandalism, etc. for the safety and security of the school site.
- Communicates safety and security policies and enforcement procedures to students, staff, parents, and visitors to ensure understanding of information and potential consequences of violating policies and procedures.
- Conducts and monitors fire drills, lock downs and other emergency procedure drills for compliance with established guidelines.
- Conducts home visits in collaboration with site staff (e.g., school counselor, psychologist, nurse, student advocate) to carry out health and welfare checks, attendance issues, to respond to emergencies in and around school campus, and other necessary reasons, utilizing assigned District patrol vehicle.
- Escorts students, school personnel and/or visitors for the purpose of providing direction, ensuring safety and providing site security.
- Maintains a variety of files and records (e.g., schedules, incident reports, emergency drill records) to ensure the availability of information for future reference and/or audit for compliance to established policies.
- Monitors student behavior during and between assigned periods and at student events (e.g., lunch room, classrooms, detention, dances, home games, 'time outs') to ensure student compliance with established guidelines, maintaining a safe and positive learning environment, and secure facility.

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- Participates in unit meetings, in-service training, workshops, hearings, etc. (e.g., court hearings, expulsion hearings) to convey and/or gather information required to perform job functions.
- Patrols school facilities (e.g., grounds, roads, buildings, adjacent areas, parking lots) to provide visibility, maintain security, and deter criminal activities.
- Prepares written materials (e.g., status reports, incident reports, referrals) to document activities, provides written reference, and/or conveys information.
- Provides traffic and parking control (e.g., before and after school, lunch, breaks) to maintain efficient traffic flow and use of parking lots.
- Refers incidents including personal injuries, altercations, suspicious activities, rule violations, etc. to appropriate site personnel and/or city police to ensure follow-up in accordance with administrative, site security and student safety guidelines.
- Responds to a variety of situations (e.g., accidents, injuries, vandalism, suspicious activities, alarms) during the school day and rotating on-call duty on nights and weekends, to take the appropriate action in resolving immediate safety and/or security concerns.
- Responds to inquiries from students and parents regarding campus security issues to provide information, direction, and/or referrals.
- Testifies in court proceedings for the purpose of providing information regarding alleged illegal activity.
- Transports students (e.g., to and from home, court proceedings, or juvenile hall) to ensure the individual's arrival to specific destination.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Safety practices and procedures
- Health standards and hazards
- Modern office practices, procedures and equipment
- Current policies, codes, laws, regulations and procedures
- Use of job-related software applications, including virtual meeting platforms
- Business telephone techniques and etiquette
- Correct English usage, including grammar, spelling, and punctuation, and vocabulary
- District policies and procedures associated with educational processes
- District organization and locations

### **Skills and Abilities to:**

- Operate standard office equipment utilizing pertinent software applications
- Prepare and maintain accurate records
- Plan and manage complex and responsible projects
- Plan and managing projects; problem solving, logical thinking
- Maintain confidentiality of Security Services files and records
- Display exemplary planning, prioritization and time management skills
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Communicate with staff, parents, and public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Read, write, and communicate clearly in English; a second language (usually Spanish) may be desired
- Perform well under pressure for competing time-sensitive priorities
- Understand and follow written and oral instructions

- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations

**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.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

High School diploma or equivalent

**EXPERIENCE REQUIRED:**

Two (2) years of experience working with youth and adults in an organized setting as an employee with a focus on law enforcement or security work.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to provide transportation to transport students, school staff, and others for home visits meetings, and other events and trainings associated with essential functions, duties and tasks.
- CPR/First Aid Certificates
- Pepper spray Certification (may be required)
- Arrest Control Techniques (ACT)
- SB 390 Certificate Mandated Training
- Other certifications and training (e.g., drug evaluation, Redirect, sexting) may be required

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam E through District's provider

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily outdoors and requires walking and standing for extended periods
- Job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness
- Lifting students or objects such as boxes containing documents up to 60 lbs.
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling reaching, handling or crouching to retrieve and store materials and to assist students
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen and to supervise students