



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 49-2022/23
 DOCUMENT NO. 32-202/23
 DATED 01/19/2023

SUPERVISOR - SAFETY AND SECURITY

DEPARTMENT/SITE: Safety and Security	SALARY SCHEDULE: Classified Supervisory
	SALARY RANGE: 11
	WORK CALENDAR: 261 Days
REPORTS TO: Director of Safety and Security	FLSA: Exempt

PURPOSE STATEMENT:

Under the direction of the Director of Safety and Security, the Supervisor – Safety and Security assists in the day to-day operations of the Safety and Security Department by providing support and direction to the School Safety Officers and Administration in the coordinated efforts to keep the students/ staff and school sites safe from crime; assists the Director in the overall administration and coordination of the Safety Officers for the District, including security, public safety, and emergency plans; manages assigned programs and services, ensuring District compliance with all applicable local, state, and federal policies and laws, in addition to performing related work as assigned. The incumbent in this classification provides the school community with administrative-technical duties, in support of the Special Services Department, which directly support student learning and achievement.

The Supervisor - Safety and Security must be available and on-call to assist in addressing any emergency arising within the District 24 hours a day, seven days a week if needed.

DISTINGUISHING CHARACTERISTICS

The position in this class is at the supervisory level of the School Safety and Security series. The Supervisor of Safety and Security assist in providing strategic direction, leadership and coordination in the development, implementation and evaluation of a variety of safety and security services for the District, and is responsible for the day-to-day operations of the department and oversees gang interventions district-wide, assists with the coordination, training, and evaluation of the School Safety Officers and School Safety Officer Leads for the District, including security, public safety, and emergency plans.

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.

- Assists with the coordination of dispatching duties if needed.
- Assist school principals after hours with school site safety concerns, suspicious activities, trespassing, and other crimes that require immediate assistance.
- Assists in the training and evaluation performance reviews of Safety and Security Department personnel.
- Assists with District Emergency Protocols, training, and disaster recovery.
- Ensures program compliance with applicable local, state and federal regulations such as school site safety plans.
- Facilitates intervention protocols for gang members or students who associate with gangs and addresses related issues, identifying support resources, and formulates realistic academic and career/vocational goals.

- Identifies students as gang members or being associated with gangs, using standard law enforcement validation criteria for the purpose of communicating information to other parties.
- Intervenes with gang members and those students on the fringe of gang involvement through direct individual advisement and through conflict resolution activities with disputing parties and meeting with parents/guardians for the purpose of bringing about a disassociation with gangs and/or making the parents aware of their student's involvement with gangs.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g. interventions, gang members and affiliations, etc.) for the purpose of compiling and documenting activities in compliance with requirements.
- Maintains a visible, accessible presence on campus at assigned locations to increase student awareness, diffuse confrontations and minimize disruptions.
- Monitors gang activities (e.g., fights, graffiti, drug use, and/or trafficking) and advises school administration and security regarding possible gang disruptions.
- Monitors applications (e.g., STOPit) always, including nights and weekends (24/7) for reports of self-harm, threats, suicide, or other emergency concerns.
- Participates in a variety of meetings, workshops, and committees to convey and/or gather information required to perform functions and remaining knowledgeable with program guidelines.
- Performs general administrative work as required; including the preparing correspondence, entering and retrieving computer data, preparing mail, and ordering supplies.
- Performs record keeping and clerical functions (e.g., student records, program materials, scheduling, copying) and provides records/materials necessary for program success.
- Provides individual counseling and support to students and parents to address and resolve gang-related issues.
- Provides workshops to school staff, students, and parents on gang related topics to increase awareness and reduce the frequency and complications of gang activity.
- Provides direct intervention with students including transporting students to home.
- Responds to and assists in emergency situations District-wide as needed.
- Responds to inquiries from a variety of internal and external sources to provide information and/or direction as may be required.
- Serves as a liaison between the school, home, law enforcement and/or other community organizations to facilitate communication between participants.
- Trains District staff, parents, students and community groups regarding trends in gang membership and behaviors including mode of dress, signing, and writing styles for the purpose of increasing awareness and reducing the frequency and complications of gang activity.
- 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:

- Law enforcement policies and procedures, crime prevention, investigations, public safety training, life safety programs and operations
- Justice system as it relates to students or criminal/civil activity in the school environment
- Performance management techniques
- District policy, procedures, organization, and locations
- Principles and practices associated with organization and management as applied to the administration, analysis, and evaluation of programs, policies, and operational needs
- Budgeting practices and procedures; special skills at facilitating group processes
- Special skills at facilitating group processes
- Conflict resolution techniques appropriate to deter situations from escalating
- Well-developed written language skills to prepare complex reports

- Well-developed human relations skills to communicate technical concepts to others

Skills and Abilities to:

- Contribute to the successful fulfillment of District’s Mission; work cooperatively with district personnel, parents, and community representatives
- Work cooperatively with district personnel, parents, and community representatives
- Learn and appropriately apply District policies and procedures and other regulations related to the position
- 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
- Resolve conflicts under stress representing the District to the community, and other settings as required
- Apply integrity and trust in all situations
- Train, plan and implement the Incident Command System and understand key roles associated with the Incident Command System
- Develop and administers program budgets; monitor and approve program expenditures and prepare related reports; seek, secure, and administer grants for program funding
- Plan, organize, direct, supervise, train, motivate, review and evaluate the work and performance of subordinates assigned to the District’s Safety and Security program
- Design and implement short and long-range objectives
- Make recommendations on various detailed, controversial, simple, or complex topics
- Develop, implement, monitor, and evaluate program goals and initiatives
- Exercise strict confidence in handling sensitive information; manage critical incidents successfully
- Adhere to safety practices
- Operate standard office equipment including applicable software
- Prepare and maintain accurate records
- Exhibit collaborative leadership of individuals and groups
- Exhibit excellent communication skills, both written and verbal including the ability to communicate during crisis situations

RESPONSIBILITY:

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to impact the organization’s services

JOB QUALIFICATIONS / REQUIREMENTS:

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

EDUCATION REQUIRED:

Bachelor’s degree in Criminal Justice, Police Science, Sociology, Psychology, Public Administration or in a related field.

EXPERIENCE REQUIRED:

Five (5) years of experience in Law Enforcement **OR** three (3) years of experience as a Sergeant or School Resource Officer and/or a School Safety Management position, which includes at least two (2) years of supervision of personnel and working with “at-risk youth”. Experience working and leading in a K-12 school environment is preferred.

Experience and instruction in firearms; chemical agents; explosives; not limited to, perishable skills, (e.g., defensive tactics; baton/armament systems and procedures (ASP); arrest and control techniques; handcuffing; oleoresin capsicum (OC) spray, which are sponsored by the California Peace Officer Standard and Training (POST), or equivalent training is preferred).

LICENSE(S) REQUIRED:

- Valid California Driver's License to drive among various District sites for meetings, training sessions, to transport students, school staff, and others, and to supervise Safety Officers; MUSD's District Driver's Authorization
- CPR/First Aid Certificates

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)

- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Lifting students or objects such as boxes containing documents up to 60 lbs.
- Physical abilities include squatting, stooping/crouching, reaching/handling, bending at the waist, twisting, kneeling, crawling reaching, handling, or crouching to retrieve and store materials and to assist students
- Sitting, walking, running, jumping, and standing for extended periods of time
- The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions and often work with constant interruptions
- Visual acuity to see/read documents and computer screen and to supervise students
- Working in hazardous situations, and may involve abusive persons, potential physical violence, and the potential risk of exposure to bloodborne pathogens in the performance of safety and security duties
- Work is indoors and outdoors in all weather conditions including wet, hot and cold