



**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

**SCHOOL SAFETY OFFICER - LEAD**

**DEPARTMENT/SITE:** District Department or  
School Site

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 32

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Director of Safety and Security

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Safety and Security, the School Safety Officer - Lead assists school personnel with student control as needed to ensure school safety and leads other campus security activities at the secondary level. 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 lead level of the School Safety Officer series. The School Safety Officer - Lead performs activities related to the support and operation of the Security Services Programs, specifically assisting school personnel with student control and leading School Safety Officers and other campus security activities at the secondary level.

School Safety Officers 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.*

- Attends all school site football games, major dance functions, and graduation ceremonies, both on-and off-campus.
- Collaborates with community agencies (e.g., law enforcement, courts, mental health agencies) to address individual cases and/or act regarding criminal activities, vandalism) 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 the potential consequences of violating policies and procedures.
- Compiles site and/or security documents and statistics for Supervisor, as directed, for presentations to the Board of Trustees, and other meetings.
- Conducts and monitors fire drills, lockdowns, 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.

- Coordinates the supervision of students while entering, moving around, parking, and exiting both on-campus and off-campus school activities.
- Escorts students, school personnel and/or visitors for the purpose of providing direction, ensuring safety and providing site security.
- Identifies training presentations and materials and conducts site training on emergency procedures, lockdowns, drill procedures, etc.
- Leads and directs School Safety Officer response to large and/or major incidents for primary site and additional sites; dispatches Officer crews to site incidents; assigns Officers to act as primary when no longer appropriate for Lead Officer to be primary; assigns overtime duty for special events on campus.
- Monitors camera surveillance systems on campus; accesses and secures surveillance video to be utilized in identification of individuals and activities of a criminal and/or behavioral nature.
- Monitors student behavior on and in the environment around campus to ensure student compliance with established guidelines, maintaining a safe and positive learning environment, and secure facility.
- Participates in workshops, in-service training, and hearings (e.g., court hearings, suspension and expulsion hearings) to convey and/or gather information required to perform job functions.
- Plans annual graduation ceremony regarding safety and security purposes for all school sites.
- Researches and identifies appropriate Officer uniforms, campus utility vehicles, and radios through vendor websites.
- Responds to a variety of situations (e.g., accidents, injuries, vandalism, suspicious activities, alarms) 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
- Reviews and maintains Officer training records, emergency drill records, etc. as needed for program management and legal compliance; manages evidence collected during incidents or emergencies (e.g., weapons, drugs).
- Reviews incident reports submitted by School Safety Officers for correct grammar and content; submits formal incident reports to Safety Operations Technician; prepares written materials.
- 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, utilizing assigned District patrol vehicle.
- Works with school administration, while following the chain of command, to manage the activities of the school in a way that maximizes school safety.
- 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:**

- Conflict resolution techniques appropriate to deter situations from escalating
- Laws and regulations related to minors and educational settings
- Current community activities (e.g., gangs, agency programs, services, etc.)
- Justice system as it relates to students or criminal/civil activity in the school environment
- Safety practices and procedures
- Health standards and hazards
- Camera surveillance systems
- 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, punctuation, and vocabulary
- District policies and procedures associated with educational processes
- District organization and locations

**Skills and Abilities to:**

- Evaluate any situation for potential security issues
- Work with various ethnic, cultural, gender, age and beliefs of students and teachers
- 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.

Security and/or law enforcement training courses desired.

832 P.C. Arrest and Control, Interview and Interrogation

**EXPERIENCE REQUIRED:**

Two (2) years of experience as a MUSD School Safety Officer.

**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 and Control or 832 P.C. Certification
- SB 390 Certificate Mandated Training
- Other certifications and training (e.g., drug evaluation, Redirect, sexting) may be required
- MUSD's District Driver's Authorization

#### **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