

# **ELK GROVE UNIFIED SCHOOL DISTRICT**

## **CLASS TITLE: SCHOOL SAFETY AND SECURITY SUPERVISOR**

### **BASIC FUNCTION:**

Under the direction of the Director of Safety and Security or his/her designee, plan, coordinate, supervise the activities of the security personnel and assure the safety and security of District staff, students, buildings, facilities and equipment. Enforce applicable sections of the Education Code, the District's Student Conduct Code and individual school rules. Assist in the maintenance of an orderly and safe campus through timely response and availability.

### **ESSENTIAL FUNCTIONS:**

School Safety and Security Supervisor will typically work during the day shift and work closely with administrators and law enforcement. However, the Elk Grove Unified School District maintains a 24/7, 365 day a year safety and security operation and the School Safety and Security Supervisor may be required to work outside of normal business hours, weekends and holidays.

Supervise security activities, programs and operations; assure security services are provided to various District sites. Supervise and evaluate assigned security staff.

Implement security methods and procedures as directed to ensure compliance with established policies and procedures; assess District security needs and provide recommendations as appropriate.

Prepare and maintain a variety of records and reports related to security operations, incidents, personnel, equipment and assigned activities.

Operate a computer and other office equipment as assigned; operate a two-way radio; drive a vehicle to conduct work as assigned; operate tactical security equipment.

Attend school and community functions and events as a District security representative as required.

Conduct preliminary investigation of student vs. student sexual harassment and issues involving student misconduct. Conduct preliminary investigations and complete reports for property loss, theft or damage; operate alarm systems.

Participate in truancy investigation and prevention programs.

Serve on site safety committee and emergency response team.

Investigate hazardous conditions likely to disrupt the educational process or be physically injurious to persons or property.

Design, develop and deliver training to security personnel (i.e. School Security Specialists and Lead/Campus Supervisors) and other site staff in non-violent crisis intervention, sexual harassment prevention, safety, legal and compliance issues.

Work collaboratively with School Resource Officers and outside law enforcement agencies. Assist local law enforcement officers in working with student and property issues.

Patrol in and around the campus during and after school hours.

Intervene in situations likely to result in disruption or injury and direct students to refrain from such conduct.

Complete general written reports accurately and serve as a witness in student conferences, disciplinary hearings/proceedings and legal hearings/proceedings, as appropriate.

Follow established District procedure in reporting site problems to appropriate department.

Collect and preserve evidence pertaining to criminal activity for presentation to appropriate prosecuting authorities.

Assist in monitoring traffic flow at sites to reduce congestion and assure safety.

Assist in activities that will establish and maintain positive and continuing public relations with community groups and organizations that interact with schools and within the District.

Report the location of graffiti to appropriate personnel.

Provide work direction and guidance to other security personnel.

Assure the continual enhancement of the image of the Elk Grove Unified School District by modeling appropriate behavior for students and displaying professional conduct at all times.

Assist Site Administrator with mandates of child abuse and/or sexual assault reporting to appropriate agency within legal time limits.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- Student Conduct Code, Education Code and Penal Code sections related to student conduct. Principles of reasonable suspicion standards for searches of students.

- Investigative techniques and procedures.
- Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

- Communicate effectively with students and adults.
- Work cooperatively with students, the general public, and school personnel.
- Establish and maintain cooperative and effective working relationships with others.
- Implement District-wide security activities, programs and operations.
- Train, supervise and evaluate assigned security staff.
- Initiate effective and timely responses to incidents.
- Maintain confidentiality and demonstrate discretion and diplomacy.
- Enforce District rules and regulations.
- Operate security equipment.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Maintain records and prepare reports.
- Operate a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Prioritize and schedule work.
- Plan and organize work.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Maintain consistent, punctual and regular attendance.
- Hear and speak to exchange information.
- Move hands and fingers to operate a computer keyboard.
- See to conduct inspection of incidents and read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: college-level course work in criminal justice or related field and three years supervisory experience. Five years experience working with juveniles in a school setting.

**LICENSES AND OTHER REQUIREMENTS:**

Successful Completion of 832 Penal Code Course.

Possession of a valid First Aid, CPR and AED Certificate issued by the American Red Cross or other authorized agency identified by Elk Grove Unified School District, within six months of initial employment. No online courses for CPR and AED will be accepted. Additionally, the Certificate must be renewed before its expiration.

Physical examination at District expense may be required.

Valid California Class C driver's license.

**WORKING CONDITIONS:**

Indoor and outdoor work environment.

Working evening, weekend and holidays.

Emergency call-out.

May be required to drive as needed.

Contact with dissatisfied or abusive individuals.

Possible fights and confrontations.

**BOARD APPROVED:** May 17, 2016

