

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL SECURITY SPECIALIST I

BASIC FUNCTION:

Under the direction of the Director, Safety & Security or designee, provide support and technical assistance of the School Site Safety and Security Program to district administrators, site administrators, employees and any external customers as needed.

DISTINGUISHING CHARACTERISTICS:

School Security Specialist I incumbents typically work in an office setting and provide support and technical assistance to the supervisor, staff, students, school sites and outside agencies in areas related to the school site safety and security program. School Security Specialist II incumbents typically work in the field and work more closely with Administrators, School Resource Officers and outside law enforcement agencies related to the day to day safety of campuses and District facilities.

ESSENTIAL FUNCTIONS:

Incumbents may perform any combination of the essential functions shown below. This classification description is not intended to be an exhaustive list of all functions, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle job elements.

Provide support and technical assistance to the Supervisor, staff, students, school sites and outside agencies (as appropriate) in areas related to the School Site Safety and Security Program; independently resolve issues or concerns, or direct to the appropriate authority.

Answer and screen telephone calls; direct callers to appropriate authority or schedule appointments; interpret, apply, explain and provide information regarding policies, procedures, rules and regulations related to assigned activities.

Maintain a variety of complex records and files; operate a computer and assigned software; organize and compile reports requiring use of independent judgment; collect and compile statistical data and prepare program-related reports and summaries.

Monitor reports and records related to program activities; receive packets and documentation from various program-related sources (i.e. school sites); verify completion and accuracy of forms; treating confidential information appropriately.

Order and distribute uniforms for Safety & Security staff.

Design, develop and deliver training to individuals and groups on a variety of topics, including safety, appropriate student behaviors and effective intervention techniques.

Evaluate site conditions and recognize immediate security and maintenance needs.

Serve as a liaison between Supervisor and others involved in program-related business; provide clerical support as necessary; monitor and assure timelines are met.

May assure the coordination of and schedule a variety of meetings and appointments.

Work collaboratively with EGUSD Safety & Security staff to provide guidance to the School Site Security team as necessary.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office methods, practices and equipment.

Modern two-way radio equipment.

Basic research methods and report preparation techniques.

Record-keeping and filing techniques.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Telephone techniques and etiquette.

Student Conduct Code, Education Code and Penal Code sections related to student conduct.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Provide support and technical assistance of the Campus Supervisor program to district administrators, site administrators, employees and any external customer as needed.

Perform technical and clerical duties related to assigned activities.

Maintain accurate and confidential files and records. Meet schedules and time lines.

Work independently with little direction.

Operate a variety of office equipment including a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written instructions.

Maintain confidentiality of sensitive and privileged information.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information in person or on the telephone.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and experience working with school age students in the capacity of school safety and security.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor & Outdoor working environment.
Constant interruptions.
May be required to work nights, weekends and/or holidays.
May be required to drive as needed.

HAZARDS:

Contact with dissatisfied or abusive individuals.

BOARD APPROVED: June 12, 2018