

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SCHOOL SECURITY SPECIALIST II**

#### **BASIC FUNCTION:**

Under the direction of the Director, Safety and Security or designee, oversee and monitor safety and well being of property, students, faculty and staff on all District sites. Responsible for the enforcement of applicable sections of the Education Code, the District's Student Conduct Code and individual school rules. Assists in the maintenance of an orderly and safe campus through timely response and availability.

#### **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 is intended to accurately reflect the principle job elements.

Conduct preliminary investigation of student vs. student Sexual Harassment and issues involving student misconduct.

Participate in truancy investigation and prevention programs.

Serve on site safety committee and emergency response team.

Assist in development of instruction for students regarding sexual harassment or other inappropriate behavior.

Design, develop and deliver training to Campus Supervisors and other site staff in non-violent crisis intervention, sexual harassment prevention, safety, legal and compliance issues.

Conduct preliminary investigations; complete reports for property loss, theft or damage.

Work collaboratively with School Resource Officers and outside law enforcement agencies.

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

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

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.

Assist local law enforcement officers in working with student and property issues.

Conduct preliminary investigations to complete reports for property loss, theft or damage; operate alarm systems.

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.  
Understand and follow oral and written instructions.  
Write clear, concise, complete and descriptive reports in English.  
Write complex, accurate, thorough investigative reports.  
Design, develop and deliver training to individuals and groups on a variety of topics, including safety, appropriate student behaviors and effective intervention techniques.  
Correctly operate various site alarm systems.  
Evaluate site conditions and recognize immediate security and maintenance needs.  
Maintain consistent, punctual and regular attendance.  
Stand or sit for extended periods of time.  
Walk or run over uneven surfaces.  
Climb stairs.  
See to read a variety of materials and monitor student behavior and assigned campus areas.  
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 two years security experience.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of 832 Penal Code Course or successful Completion of 832 Penal Code Course within six months of employment.  
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:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
May be required to work nights, weekends and/or holidays.  
Emergency call-out.  
May be required to drive as needed.

**HAZARDS:**

Contact with dissatisfied or abusive individuals.  
Possible fights and confrontations.

**BOARD APPROVED:** June 12, 2018