

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Safety Officer	<b>CLASSIFICATION:</b>	Classified Non-Represented Supervisor
<b>SERIES:</b>	Supervisor I	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9826	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Office of Safe Schools	<b>SALARY:</b>	Range 13 Salary Schedule G2
<b>REPORTS TO:</b>	Director, Safe Schools	<b>HR APPROVAL:</b>	4-5-2022
		<b>CABINET APPROVAL:</b>	3-8-2022

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**BASIC FUNCTION:**

Supervise, plan, organize, coordinate, and direct resources at district sites; requiring independent judgment and analysis; assure the safety and security of district personnel and students. Follow-up and investigate incidents and crimes; assure protective services are provided to district sites. Oversee and coordinate the responsibilities of staff and safety team members according to the intervention/prevention strategy to address safety concerns. Develop and foster positive working relationships with local law enforcement and stakeholders.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Supervise, intervene and prevent incidents that threaten the safety of our students and staff. **E**

Work professionally, under the direction of the Office of Safe Schools and in collaboration with site administration, staff, and community stakeholders. **E**

Carry the out functions associated with safe ingress and egress of students, monitor, observe and communicate safety concerns. **E**

Analyze, document and acquire the necessary resources in emergency situations. **E**

Operate district camera system and other tools and resources for the surveillance and detection of violence and crime associated with our students and school sites. **E**

Identify and coordinate security initiatives and standards across the district consistent with the strategic plan. **E**

Develop and implement security methods, processes, and procedures at district sites; review and evaluate security activities to assure compliance with established policies and procedures. **E**

Guide the development and continued enhancement of school safety and security planning by providing technical expertise regarding safety and security measures within and between various district departments and staff. **E**

Collaborate and facilitate crime prevention programs, and implement techniques to deter criminal or delinquent activities. **E**

Inspection and monitoring of school campuses; develop and implement security solutions; conduct routine inspections of physical security equipment to ensure correct function (i.e., security cameras, alarms, and doors). **E**

Advise the Director of Safe Schools on all matters related to district safety and security including, but not limited to, emergency operations and response, assess needs and make data informed recommendations, or any other identified trend or problem requiring corrective action. **E**

Assist school administrators in emergency crisis planning and safety matters; provide training for school personnel in handling crisis situations which may arise at the school in accordance with the Ed Code as related to Comprehensive School Safety Plan. **E**

Respond to calls for safety and security, during emergency and disaster situations at district sites; address immediate safety concerns; act as an after-hours, district contact person for local law enforcement and other emergency responders when necessary: as a part of a command/tactical team during crisis response. **E**

Maintain relationships, and coordinate efforts and district resources with outside law enforcement agencies; serve as a liaison between parents, students, district personnel, law enforcement agencies, and the community; communicate and/or receive information regarding situations that may affect safety and/or security within the school environment. **E**

Address safety concerns directed at school site security personnel from district staff, parents, students, and members of the community; initiate effective and timely response to incidents; conduct investigations; investigate allegations of criminal incidents; implement preventive measures to prevent incidents; enforce laws, rules, policies, and regulations as appropriate. **E**

Perform special assignments as directed by assigned supervisor, such as, but not limited to, responding to a particular school site where there is student unrest or potential problems with parents or community members; deliver legal documents and letters from the district offices to employees and other citizens. **E**

Prepare and maintain a variety of records and reports related to security operations, incidents, personnel, equipment, and assigned activities to provide written support and/or convey information; testify in court proceedings to provide information and documentation of illegal activity or other incident. **E**

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

Represent the district on committees, task forces, and ad hoc groups as required to coordinate functions of assigned areas of responsibility; attend school and community functions and events as a district security representative as required. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: high school diploma, two years as school campus monitor, knowledge and/or experience in police science, investigative techniques, community engagement, prevention and intervention, crisis response, or working with parents and school-age students in a multicultural setting is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Successfully pass an employee entrance evaluation (lifting test). Acquire and maintain a valid First Aid and CPR Certificate within six months of employment. Must be available for evening and weekend student supervision. Required to acquire and appropriately apply tools associated with behavioral management and control, as identified and approved by the district. The incumbent, when appointed must successfully complete required training and pertinent job related training and as prescribed by the Education Code Section.

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

- Planning and organization of safety and security activities, programs, and operations.
- Security and investigative procedures, equipment, and techniques.
- Emergency preparedness programs.
- Crowd and campus control procedures.
- Ability to physically intervene in an altercation.
- Operation of a two-way radio system and tactical security equipment.
- Student behavior and techniques for supervising students.
- Applicable sections of the California Education Code, Penal Code, and school and district policies, rules, regulations, and procedures concerning campus control, security, and appropriate student behavior.
- District organization, operations, policies, and objectives.
- Research methods, report writing techniques, and record-keeping techniques.
- Presentation, communication, and public speaking techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Reading and writing English communication skills.
- Interpersonal skills sufficient to deal with normal and possible confrontational situations.
- Knowledge of basic California Education and Penal Codes.
- Operation of a computer, related software, and standard office equipment.
- Principles and practices of effective supervision.
- Basic first aid and safety practices.
- Health and safety regulations.

**ABILITY TO:**

- Supervise, plan, organize, coordinate, and direct safety services at district sites requiring independent judgment and analysis.
- Coordinate with Security Services to supervise, plan, organize, coordinate, and monitor the safety and security of district personnel and students.
- Diffuse situations calmly and with confidence.
- Operate a two-way radio system and tactical security equipment.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Exercise strict confidentiality of campus, law enforcement and student issues.
- Investigate safety concerns and assess threat credibility.
- Administer the concepts associated with restorative practices.
- Oversee and administer tactical plans, train, mentor, evaluate, and direct resources toward a strategy for intervention and prevention against safety threats.
- Maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations. Write clear and concise descriptive reports of problems, students, or situations that required investigation and

intervention.

- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Understand and follow oral and written directions, procedures, functions, and limitations of assigned duties.
- Operate a computer, related software, and standard office equipment.
- Establish and maintain effective professional relationships with a diverse group of individuals, both internal and external.
- Analyze situations accurately, and make good decisions under stressful situations
- Compose correspondence and written materials independently.
- Utilize effective leadership skills that work well in a team setting.
- Acquire and maintain related certifications.
- Perform evening and weekend student supervision services as necessary
- Meet state and district standards of professional conduct as outlined in Board Policy.

### **WORKING CONDITIONS:**

#### **SAMPLE ENVIRONMENT:**

Outdoor and indoor school site environment; drive a vehicle to conduct work; subject to seasonal hot and cold or adverse weather conditions; constant interruptions.

#### **SAMPLE PHYSICAL ABILITIES:**

Hear and speak to exchange information, make presentations, and hear conversations and other sounds that could cause a potential hazard or disturbance; see near and far with enough visual acuity to recognize a potential hazard or disturbance; walk or stand for extended periods of time; climb stairs and ramps; break up fights, and move in a swift manner to intervene in situations; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files and supplies.

#### **SAMPLE HAZARDS:**

Exposure to verbal abuse and harassment; potential physical hazards involved in intervening in anti-social, illegal, and violent behavior; possible intervention of fights and confrontations; driving in congested traffic and school zones.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits with District-offered plans.