

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Supervisor, Campus Safety	CLASSIFICATION:	Classified Non-Represented Supervisor
SERIES:	Supervisor III	FLSA:	Exempt
JOB CLASS CODE:	1631	WORK YEAR:	12 Months
DEPARTMENT:	Assigned Central Office Department	SALARY:	Range 19 Salary Schedule G2
REPORTS TO:	Assigned Supervisor	HR APPROVAL:	05-27-10
		REVISION:	

Supervise, plan, organize, coordinate, and direct campus safety and operational activities requiring independent judgment and analysis; provide field supervision to all Campus Supervisors and/or Lead Campus Supervisors on district campuses; supervise, train, mentor, evaluate, and direct the performance of assigned staff in collaboration with site administration.

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.)

Provide coordination, with the site administration, for the deployment of Campus Supervisors, and provide back-fill and assistance for campuses under staffed for Campus Supervisors, as needed. **E**

Supervise, train, mentor, evaluate, and direct the performance of assigned staff in collaboration with site administration; and participate in the interview and selection of new employees; process personnel records; make recommendations concerning staffing; discipline assigned staff according to district policies and procedures. **E**

Visit all sites and observe performance of assigned staff and adherence to the district dress code; advise and coach assigned staff on the best practices and procedures for campus safety to protect students, staff, and school property. **E**

Advise principals on safety and security matters related to the school campus and the immediate community; investigate complaints that originate on school campuses and in the immediate community. **E**

Assist law enforcement agencies with campus-related investigations; monitor campuses for signs of gang activity; testify when called by assigned supervisor or administrator regarding criminal activities on school campuses; identify physical impairments around school buildings or campuses that would impede safety or security. **E**

Maintain a mobile presence within the district; provide on-site supervision during crisis periods, lockdowns, evacuations, or when peace and order may be under threat; assess situations, call additional staff for assistance, or contact local law enforcement personnel as needed. **E**

Respond to calls from the public and district employees on a variety of campus safety issues; explain district policies, procedures, rules, and sections of the Education Code that apply to school districts (e.g., juvenile laws on loitering). **E**

Meet with faculty, administrators, or other personnel, including representatives of other agencies, to resolve situations and problems that arise with campus safety and emergency preparedness areas of responsibility; participate in the planning of campus safety functions and responsibilities. **E**

Review written incident reports and daily logs for accuracy and clarity; return for correction as needed; file reports and logs; maintain logs of deployment, overtime, and attendance records for assigned staff. **E**

Maintain a high degree of courtesy and respect for students, staff, and the public by interacting in a professional and controlled manner at all times, remaining neutral as possible in a dispute, being a role model of professionalism for others; review and/or prepare incident reports so that a record of what transpired is available. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Gather and compile statistical data; provide statistical data and reports with legal provisions, as requested by assigned supervisor, or state and federal agencies. **E**

Attend, conduct, and participate in training programs and activities inside the district and with outside agencies to remain current on campus safety laws, Penal Code, lawful enforcement procedures, court decisions, rules, regulations, and trends; train or facilitate training at annual and special training sessions. **E**

Use all communication devices in a professional manner; operate all security equipment as appropriate; maintain surveillance equipment and security information in a lawful manner; maintain strict confidentiality regarding all student, parent, or staff matters and issues. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with students, district personnel, representatives from external organizations, and the general public; respond to phone calls, two-way radio system communications, e-mails, and letters. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree, and six years experience working with parents and high school and middle school-age students in a multicultural setting. Supervisor experience dealing with adults preferred; law enforcement or security services training recommended.

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 carry handcuffs, pepper spray, and small baton. The incumbent, when appointed and duly sworn, must successfully complete an 80-hour supervisor training course as prescribed by the California Commission on Peace Officer Standards and Training (POST) within one year. The incumbent will be eligible to be deputized by local police authorities upon completion of the basic course in arrest, search and seizure, and firearms training pursuant to Section 832.32 of the Penal Code. Ongoing school law enforcement training as required by state standards.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District and site policies, procedures, and regulations regarding appropriate student behavior on grounds or in facilities.

Security measures and safety procedures.

Crowd control procedures.

Operation of a two-way radio system.

Student behavior and techniques for supervising students.

Applicable sections of the California Education Code, Penal Code, and school and district rules and regulations related to student conduct.

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.
 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:

Perform the basic function of the position.
 Diffuse situations calmly and with authority.
 Operate a two-way radio system.
 Exercise strict confidentiality of campus and student issues.
 Use good judgment in situations affecting campus security.
 Supervise, train, mentor, evaluate, and direct the performance of assigned staff.
 Maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.
 Write clear and concise descriptive reports of problems, students, or situations that required intervention.
 Read, interpret, apply, and explain rules, regulations, policies, and procedures.
 Maintain confidentiality as appropriate.
 Understand and follow oral and written directions, procedures, functions, and limitations of assigned duties.
 Operate a computer, related software, and standard office 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.
 Communicate effectively with students and adults.
 Analyze situations accurately, and adopt an effective course of action.
 Work independently and within scope of authority.
 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.
 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.

APPROVALS:

Robert R. Garcia, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date