

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Supervisor, Security	CLASSIFICATION:	Classified Non-Represented Supervisor
SERIES:	Supervisor IV	FLSA:	Exempt
JOB CLASS CODE:	1632	WORK YEAR:	12 Months
DEPARTMENT:	Assigned Central Office Department	SALARY:	Range 22 Salary Schedule G2
REPORTS TO:	Assigned Supervisor	HR APPROVAL: REVISION:	05-27-10

Supervise, plan, organize, coordinate, and direct security services at district sites requiring independent judgment and analysis; assure the safety and security of district personnel, students, buildings, facilities, and equipment; develop and implement district-wide security activities, programs, and operations to prevent property crimes at district sites; follow-up and investigate all property crimes; assure security services are provided to district sites; supervise and evaluate the performance of assigned staff.

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, train, mentor, evaluate, and direct the performance and professionalism of assigned staff in collaboration with central office and site administration; prepare work schedules; 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**

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**

Develop crime prevention programs, and conduct security inspections to deter criminal or delinquent activities. **E**

Ascertain physical security needs of school campuses and central administration; 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 assigned supervisor on all matters related to district safety and security including, but not limited to, emergency operations and response, deployment of personnel, assessment of statistical security data, or any other identified trend or problem requiring corrective action. **E**

Assist school administrators in emergency crisis planning and building security matters; provide training for school personnel in handling crisis situations which may arise at the school. **E**

Respond to calls for security, emergency, crisis, and disaster situations at district sites; address immediate safety and security concerns; act as the after-hours, emergency district contact person for local law enforcement and other emergency agencies. **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**

Pursuant to Education Code Section 38000, serve as a peace officer of the State of California as authorized by Section 830.32 of the California Penal Code. **E**

Provide security for the Board of Education and Superintendent at all school board meetings and other events. **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**

Receive complaints 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 the Superintendent or assigned supervisor, such as going 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: bachelor's degree with a major in criminal justice, police science, or related field, and six years of increasingly responsible experience in law enforcement or security work. Supervisory experience in law enforcement or working with parents and high or /middle 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 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:**

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.
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.
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 security services at district sites requiring independent judgment and analysis.
Supervise, plan, organize, coordinate, and assure the safety and security of district personnel, students, buildings, facilities, and equipment.
Supervise and implement district-wide security activities, programs, and operations.
Diffuse situations calmly and with authority.
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 and student issues.
Investigate security complaints.
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.
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 adopt an effective course of action.
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