

### Campus Safety Supervisor

#### Purpose Statement

The job of Campus Safety Supervisor is done for the purpose of providing support to the educational process with specific responsibilities for the campus safety and welfare of students during classroom and non-classroom activities; planning the safety and emergency preparations; patrolling school campus and adjacent property; monitoring the parking lots; enforcing student rules; assisting students with mediation and conflict resolution; coordinating the work of Campus Monitors; monitoring classrooms while teacher is absent; screening unauthorized visitors; minimizing the frequency and/or severity of harmful incidents; and communicating observations and/or incidents that have a potential impact on the general well-being of students, school personnel, and/or visitors.

This job reports to Assigned Supervisor

#### Essential Functions

- Collaborates with other school and district personnel, assigned police officer, representatives of local agencies, etc. for the purpose of providing information and/or taking action regarding investigations, criminal activities, gang activities, vandalism, etc. for the safety and security of the school site.
- Communicates district and/or school safety and security policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.
- Coordinates and distributes various safety and emergency supplies and activities (e.g. campus maps for emergency, alarm codes, water, electric and gas; Red Emergency Binder inventory, safety container inventory, etc.) for the purpose of ensuring the preparation of emergency needs.
- Escorts students, assigned personnel and/or visitors to offices and/or special locations for the purpose of providing direction, ensuring their safety and providing site security.
- Intervenes in potential conflicts and emergency situations for the purpose of minimizing disruptions of campus activities and/or injury to involved parties.
- Monitors student behavior during and between assigned periods and at student for the purpose of ensuring student compliance with established guidelines, maintaining a safe and positive learning environment, and secure facility.
- Monitors site camera system for the purpose of assisting in the investigations.
- Opens and closes facilities for the purpose of maintaining security and allowing access by students and staff.
- Participates in unit meetings and conducts in-service training and workshops for the purpose of conveying and/or gathering information required to perform job functions and maintaining a safe campus.
- Patrols school facilities, approaches strangers and directs them to appropriate locations for the purpose of providing administrative visibility, maintaining security and deterring crime.
- Prepares and maintains a variety of documents (e.g. incident reports, activity logs, memos, letters, procedures, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Provides traffic and parking control on campus for the purpose of maintaining efficient traffic flow and safe use of parking lots.
- Recommends policies, procedures and/or actions to school administration for the purpose of providing information and/or direction for ensuring campus security.
- Refers incidents, unusual activities and/or behavior to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.
- Responds to inquiries from a variety of sources regarding campus security issues for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Sets up and implements various physical security checks on campus (e.g. security fences, barricades, stanchions, etc.) for the purpose of ensuring campus safety.
- Trains Campus Monitors and other school staff in appropriate emergency and crisis handling techniques and procedures for the purpose of ensuring the safety of students on campus.
- Observes activities on campus parking for the purpose of monitoring traffic flow and managing a safe and secure campus.

### **Other Functions**

- Performs reasonably related duties as assigned for the purpose of supporting other personnel in the completion of their work activities.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: administering first aid; operating standard office equipment and using pertinent software applications; preparing and maintaining accurate records; investigating problems; and observing, analyzing and responding appropriately to student behaviors.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of investigation; concepts of grammar and punctuation; and school safety and security practices.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; working with detailed information/data; and diffusing argumentative behavior.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and

significant fine finger dexterity. Generally the job requires 10% sitting, 70% walking, and 20% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education (Minimum):** Targeted, job related education with study in job-related area.

**Equivalency:** High school education. Some college level courses preferred. Two years of experience working with young people in an organized establishment, preferable in educational setting. The completion of the following training and certificates are desirable: Campus Security training; Emergency Management Training.

**Required Testing**

None Required

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses  
District Mandated Training  
SB 1626 - Campus Security Training  
CPI Non-Violent Crisis Intervention

**Certificates and Licenses**

CPR/First Aid Certificate

**Clearances**

Criminal Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

December 14, 2021

**Salary Grade**

Range 16

**Revised Date**