

**LEAD SAFETY SUPERVISOR**Job Summary

Under the direction of the Principal of the High School in handling problems concerning students within the framework of school and District policy, procedures, and practices. Create and maintain Board policies and Administrative regulations in regards to safety plans that meet local, state, and federal guidelines including field trips and activities off campus.

Qualifications

## Required:

- High School diploma or equivalent
- Two years' experience working with high school level students
- CPR and First Aid Certificates
- Valid California Driver's License
- Flexible with working hours as needed

## Desirable:

- Safety and/or Security Officer Certificate
- 60 plus College Units
- Bilingual (Spanish/English)

Knowledge and Ability

1. Ability to relate well with staff, students and parents
2. Ability to handle confidential information in a professional manner
3. Ability to use office equipment and computers
4. Knowledge in correct English, spelling, grammar and punctuation
5. Knowledge in secretarial/clerical practices and procedures
6. Ability to learn and apply applicable procedures, rules, and regulations
7. Ability to compile a variety of attendance information and data
8. Ability to make decisions necessary to execute those functions delegated by Administration
9. Knowledge and ability to operate still and video cameras to record evidence

Essential functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Review, implement, and monitor emergency procedures
2. Facilitate emergency safety communication and District/Site plans.
3. Work with MOT Director on Williams Review and Facility Safety Monitoring
4. Run safety meetings with district personnel including, but not limited to, coordinating with KCOE Workman's Compensation
5. Work with local police and fire departments in planning and implementing safety measures and drills district wide
6. Coordinate annual CPR training for all staff mandated to obtain certification
7. Work closely with all CUSD Campus Safety Supervisors
8. Participate in development of rules and regulations for the all schools
9. Participate and make necessary notifications to parents and other concerned parties regarding student violations as directed by Site Administration.
10. Make home visits regarding investigations, attendance problems, truancy, and other matters of concern
11. Transport students home as necessary
12. Assist Site Administration of campus supervision
  - Monitor gang activity and graffiti
  - Detain students under the influence and/or in possession of illegal substances and paraphernalia
  - Administer sobriety tests and conduct searches
  - Assists students with problems and concerns, making referrals where necessary
  - Assist ill or injured students when no nursing staff is available
  - Monitor parking lots
  - Escort intruders from the campus

**LEAD SAFETY SUPERVISOR**

13. Respond to calls off campus and retrieve students from nearby areas and businesses as needed
14. Respond to and investigate 'party' calls at local residences
15. Deal directly with students who are referred by staff members to disciplinary reasons as directed by Site Administration
  - Respond to requests for assistance in the classrooms and other staffed areas; remove problem students and/or restore order
  - Conduct preliminary investigations involving fights, disputes or matters of potential trouble; also thefts, vandalism, and other violations of the discipline policy
16. Monitor loading and unloading of school busses and respond to assistance calls by drivers; restore order, gather information, remove problem students, etc.
17. Act as liaison for law enforcement and security personnel concerning ~~RHS~~ students and assist as needed
18. Supervise lunch detention
19. Keep accurate records
20. Perform a variety of secretarial and clerical duties as needed:
  - Attend to office visitors and telephone callers and either;
  - Answer questions regarding school activities, programs, procedures, etc.
  - Refer persons to another source of information
  - Schedule appointments with Vice Principals
  - Operate office equipment, including copy machines, computers, scanners, shredders, laminating machines, I.D. photo machines, etc.
  - Input into and retrieve data from AERIES system
21. Assist in explaining school rules and policies to new students.
22. Complete miscellaneous tasks as required by Site Administration.

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
7. Physical ability to lift, bend, stoop, and to reach overhead
8. Facility and physical ability to meet the multiple demands from several people and at times come into contact with dissatisfied or abusive individuals
9. Facility to meet deadlines with severe time constraints, interact with the public and other workers

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Hours per day: 8.0 (flexible as needed) / Days per year: 199  
Classified salary schedule: Range 21