

**POSITION TITLE: SAFETY OFFICER**

**DEPARTMENT: SAFETY AND SECURITY**

**REPORTS TO: LEAD SAFETY OFFICER**

**WORK SCHEDULE: DATES OF STUDENT ATTENDANCE**

**PURPOSE OF THE POSITION:**

The Safety Officer maintains a secure environment to protect people, information, and property.

**ESSENTIAL FUNCTIONS:**

- Provides security services with professionalism, equity, and compassion in accordance with procedures and training. Inspires confidence in students, visitors, and staff by presenting a professional, approachable, and service-oriented appearance and demeanor. Is alert, observant, and ethical. Complies with and enforces all safety and security rules and regulations. Maintains Department uniform and equipment in good repair.
- Performs routine responsibilities during interior and exterior patrols to ensure safety and security, including but not limited to identifying vulnerabilities and hazards. Assists staff, students, and visitors by providing information, directions, and physical help. Performs crossing guard duties, monitors conduct of visitors on premises, and identifies unauthorized persons for questioning.
- Responds to service calls, such as students in distress, combative or threatening students or visitors and staff incidents. Serves as a primary resource for de-escalation. Ensures additional resources from Student Services are provided to students.
- Performs key responsibilities to plan, prevent, practice, and respond to emergencies such as medical emergencies, fire, and active threats. Responds immediately to emergency and crisis situations; communicates the need for additional emergency response, physically intervenes in accordance with training to situations with a potential for injury.
- Addresses concerns or complaints, and makes timely notification to the appropriate leader providing supporting documentation.
- Monitors all school property and performs rounding duties and cultivates close partnerships with all staff and students. Delivers security awareness education to staff to leverage their assistance in the overall security of the site.
- Maintains current department training standards in radio communications, verbal de-escalation, CPR, to include training on any/all department-issued equipment and/or requirements.
- Provides continuous monitoring of hallways, restrooms, doors, and common areas to ensure students are in assigned areas, and proactively encourages positive student behavior.
- Proactively identifies and resolves potentially harmful, dangerous, or unsafe situations or risks.
- Communicates effectively with students, staff and visitors while maintaining discipline in all school settings.
- Able to work extra hours at special events as assigned.

- Observes all district policies and procedures and accept the responsibility of assigned tasks.
- Ensures students comply with the Student Code of Conduct, and reports violations for student accountability.
- Enforces student parking regulations by reporting vehicles without permits or parked in unauthorized areas.
- Maintains logs of activity and inspection.
- Writes detailed reports when requested.
- Other duties as assigned by supervisor.

### **QUALIFICATIONS AND SKILLS:**

- Experience working with young adults, and/or prior public safety, law enforcement or security experience.
- Proof of successful completion of law enforcement certification, or valid PERC card.
- Demonstrated ability in verbal and written communications.
- Ability to use a computer to document work (Microsoft Word, Excel, navigating a web page, and database entry). Ability to type is required.
- Crisis Prevention Institute trained within 6 months of hire.
- CPR/First Aid certified within 6 months of hire.
- Must have the ability to interact positively and appropriately with all students, staff and visitors, especially under difficult circumstances.
- Ability to de-escalate contentious situations.
- Ability to follow written and verbal direction.
- Demonstrated experience in assessing intense situations and responding in an appropriate and timely manner.
- Ability to handle and maintain confidential information of students and other sensitive District information.
- Ability to communicate effectively with people; ability to hear radio and telephone communications at both high and low decibels.
- Ability to communicate via radio and telephone with clear diction without impediments.

### **PHYSICAL DEMANDS:**

- Able to stand for most of work day.
- Must sit, stand, walk, and drive throughout the workday
- Must lift up to 35 lbs. occasionally.
- Must be able to push/pull with 35 lbs. of force.
- Operates all equipment necessary to perform the job.
- Frequent exposure to aggressive behavior and emotionally charged situations.
- Must be physically fit and able to walk all areas of the facilities and grounds.

### **ENVIRONMENT:**

Continuous exposure to noise.

Occasional exposure to heat or cold, and inclement weather conditions.

This is a summary of typical functions of the job, not an exhaustive or comprehensive list of all responsibilities, tasks and duties. Responsibilities, tasks and duties of the jobholder might differ from those outlined here to ensure the proper functioning of operations in the safety and security department. Other duties, as assigned, may be part of the job.