

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> School Safety Assistant	
<i>Supervisor:</i> Building Principal/Administrator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 7

Job Summary

The school safety assistant’s primary duty is to monitor and maintain discipline among students in and around the school campus. Ensures and maintains the security and safety of the building, staff, students, and other personnel. Works directly with building administration to effectively respond to emergency and/or high-risk situations. Works directly with students to prevent and/or intervene in potentially violent situations. May also assist in daily minor maintenance of the building.

Essential Job Functions

Helps to ensure the safety of students and staff in school-wide emergency and high-risk situations. Helps to ensure evacuation and implementation of proper procedures during all safety drills.

Assesses a variety of situations and determines the response necessary to help ensure the safety of students and staff. Intervenes in potentially confrontational or violent situations to prevent escalation. Intervenes in large-scale disruptions.

Observes student behavior and reports reasonable suspicion of drug/alcohol use and/or possession to the proper administrative authority. Assists administrators in the searches of student lockers, vehicles, and personal belongings.

Assists nursing staff and/or emergency medical personnel with sick and/or injured students and manages emergency situations.

Monitors student behavior inside and outside of the building. Escorts disruptive students from classrooms to the office. Provides student escorts on no-pass days, testing days, etc. When necessary, utilizes approved de-escalation techniques per District training.

Assists in the investigation of disciplinary and/or criminal offenses on school property as directed by the administrator. Prepares incident reports for school administrators which may be shared with local law enforcement when necessary.

Helps to ensure building security through routine checks of doors and windows, patrolling building perimeter, and checking student hall passes when necessary. Patrols staff and student parking lots. Establishes first contact with unofficial visitors and provides an escort to the office or out of the building. Issues trespass warnings as directed by administration.

Assists in the supervision of the intervention room. Assists with bus loading and unloading at the beginning and end of the school day. Provides supervision in classrooms and lunchroom, when needed. Supervises student community service on school grounds, as required by administration. Coordinates and supervises student clean-up of building after lunch. Supervises

non-student, non-staff personnel on campus during and after school hours.

Reports any safety violations or vandalism that need correction (i.e.: slick sidewalks, broken windows, etc.) to building administration for work orders or other corrective action.

Assists administration with emergency procedures including, but not limited to, ensuring that all classrooms have up-to-date information, and instructing new personnel on what to do during emergency situations.

Assists police and fire department as needed during emergencies.

Identifies, documents, and assists with cleanup and repair of vandalism. Assists day custodian with minor building maintenance and repair. Moves heavy equipment and supplies when necessary. Assists with snow removal. Assists with cleanups of halls, parking lots, cafeteria, and restrooms.

Non-Essential Job Functions

May be assigned leadership roles in the School Crisis Incident Command Structure.

May be asked to perform overtime.

Performs other job-related duties as assigned.

Equipment Used

Two-way radios, hand-held electronic communication devices, cameras, and a personal computer. May also be required to use basic hand tools, snow blower, and snow-removal tractor.

Independent Decisions

Assess a variety of situations and make appropriate decisions to ensure the safety of students and staff.

Primary Working Contacts

Building administration, school safety officer, building staff; students, and the public.

Responsibility for Cash, Equipment, Safety

Assists in the supervision and handling of cash and supervises concessions and/or student sales both during school and at extra-curricular events. Will be responsible for handling a variety of equipment and for school safety.

Supervision Received and Exercised

None given; receives supervision by the building administration.

Unusual Working Conditions

Exposure to emergency/high-risk events. Approximately 95% of normal workday will require constant movement and being on one's feet. Exposure to extreme cold weather conditions.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, and finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.
2. Demonstrated ability to be reliable, follow directions, work independently, and exercise good judgment.
3. Ability to effectively communicate with adults and students to ensure cooperation with directives
4. Knowledge of de-escalation strategies.
5. Ability to effectively handle stress, defuse confrontations, and proceed with authority absent supervision.
6. Proven ability to work effectively on a team.
7. The ability to intervene in violent situations in an appropriate manner.
8. First Aid/CPR certification within six (6) months of employment.
9. District-approved de-escalation and intervention technique certification within six (6) months of employment.

The following are preferred:

1. De-escalation training.
2. Experience monitoring/supervising secondary students.
3. Working knowledge of school district disciplinary and conduct-related policies.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.