

JOB DESCRIPTION

SCHOOL CLIMATE SPECIALIST

JOB TITLE: School Climate Specialist

SUPERVISOR: Building Administrator / Director School Safety and Residency

PURPOSE: To support the administration with the safety and security of schools and grounds.

Scope: Under the direction of the Director of School Safety and Residency and the Building Administrator, the School Climate Specialist is responsible for the overall safety and security of the school facility and grounds, maintaining order, enforcing Stratford Public Schools policies and procedures, and understanding and identifying student behavioral issues and using appropriate strategies and techniques to address and resolve issues.

Responsibilities:

- Build functional and positive relationships with students, families and staff
- Monitor hallways, stairwells, rest room facilities, outside facilities and grounds, and other public and unsupervised places of the school to ensure safety and well-being of students and staff.
- Ensure a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations.
- Assist with supervision in the breakfast and lunch periods and with morning arrival and afternoon dismissal of students.
- Remove disruptive students from classes when needed.
- Assist the professional staff, police, and emergency personnel in responding to emergencies or disruptive situations.
- Assist visitors with directions and secure proper identification.
- Assist unauthorized visitors and escort them to the exit.
- Report any discipline infractions, unauthorized visitors, and acts of vandalism to school administration . Notify the building administration, police, and/or appropriate emergency personnel of any emergency, potentially dangerous, or unusual situations.
- Notify appropriate personnel immediately of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol or controlled substances.
- Participate in appropriate in-service and workshop programs.
- Promote student responsibility for behavior and attitude by serving as a role model and dressing and grooming professionally.
- Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
- Protect confidentiality of records and information about staff, and use discretion when sharing such information within legal confines.
- Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

Skill Requirements:

- Ability to communicate with all organizational levels through proven verbal/written skills

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- Ability to function effectively with minimal supervision (Self-directed, organized, and detail-oriented).
- Excellent communication and interpersonal skills. Ability to work well with colleagues, parents and the general public.
- Ability to handle difficult/tense situations with grace and professionalism.

Qualification Requirements:

- Experience in school safety or security is preferred.
- High School Diploma required.
- Bilingual preferred

Physical Demands

- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands or arms, crouch, kneel, climb and stoop.
- Regular walking and standing for extended periods of time on a daily basis
- Occasional requirement to lift, carry, push/pull equipment and supplies up to 50 lbs.
- Requirement to assist in the restraint, movement or other emergency weight bearing assistance of students and/or staff

Compensation:

- Non-union position
- School-year, 10-month position; student school year (up to 182 days)
- Non-exempt

Evaluation

Annual evaluation by the Building Administrator and/or Director of School Safety and Residency.

EEO Statement:

Stratford Public Schools goal is to be a diverse workforce that is representative, at all job levels, of the students we serve. Stratford Public Schools is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.