



**CODE: 62816**  
**UNIT: SCF**  
**GRADE: 12**  
**FLSA: Non-Exempt**

**CLASSIFICATION TITLE**

School Safety Supervisor-Emergency Management

**REPORTS TO:** School Safety and Security Manager

**SUMMARY:** This is a specialized position that provides support to Tucson Unified School District (TUSD) site administrators by coordinating disaster response or crisis management activities by exercises and drills, review of or preparation of emergency management plans and procedures for natural, man-made events, or technological disasters or other hazardous situations. This position is responsible for the creation, maintenance and update of district site emergency management plans and associated records consisting of printed media, microfilm and/or electronic files.

**MINIMUM REQUIREMENTS**

Bachelor's degree in criminal justice, social sciences, or related field,

**OR**

Four years experience in law enforcement, juvenile investigations, or child social work with experience in school security, law enforcement or fire service emergency management /planning.

**And the following:**

2 years supervisory experience

Experience in public speaking.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of experience, training, or education.

Must be willing and able to carry and use all security weapons, to include a firearm.

Ability to work occasional overtime and/or extended duty hours due to the need to cover large scale security, emergency, or other unforeseen events.

**PREFERRED QUALIFICATIONS**

Current or former Law Enforcement, Corrections or Fire Service certification.

Teaching experience to include an instructor certification through an approved Law Enforcement, Corrections or Fire Service.

English/Spanish Bilingual

**ADDITIONAL REQUIREMENTS AFTER HIRE**

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

Post offer/pre-employment lift test (at employee's own cost)

Valid AZ Driver's License required within ten days of hire. Must not have accrued eight points against driver's license within the past two years.

CPR and First Aid certification

## **ESSENTIAL FUNCTIONS**

**THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.**

Reviews, records and submits updated emergency response plans including review of submitted changes or necessary modifications to reunification locations for expediency, completeness, accuracy and conformance to established FEMA and NIMS minimum standards.

Schedules exercises and drills to educate and ensure proper student and staff response during an actual emergency or crisis situation.

Serves as a liaison to first responders during an actual event

Serves as a liaison to state and county emergency management

Supports and assists other school safety and security officers with emergency planning and associated drills.

Supervises and evaluates assigned personnel

Performs site security assessments and writes recommendations for improvement.

Receives, inspects, logs and securely stores safety drill reports.

Maintain accurate records of all site or school emergency plans and scheduled drills in accordance with ADE minimum standards for school EOP.

Conduct training programs for staff on topics such as emergency response procedures. Implements and conducts all phases of training for assigned personnel and departments.

Assist with on-going training for employees on emergency management and emergency response.

Provides input for updating manuals and procedures.

Intervenes and diffuses potentially volatile situations with students and youth within the Tucson Unified School District and the community.

Patrols district schools, sites, and adjacent areas to protect students, staff and equipment and property from criminal activity, responds to security alarms and calls for assistance.

## **MARGINAL FUNCTIONS**

Responds to calls for service and crisis situations to investigate facts.

Patrols District premises via motor vehicle, on foot, to insure safety and security standards are being met. Secures all unlocked doors, windows, and gates and makes temporary repairs as needed.

Responds to schools during disturbances and student unrest. Diffuses threatening confrontations between persons.

Serves as a member of the District Threat Assessment Team.

## **MENTAL TASKS**

Communicates. Reads. Actively listens. Performs functions from written, graphic and oral instructions and from observing physical environment and observing and listening to people. Evaluates written materials. Identifies, evaluates and solves problems.

## **PHYSICAL TASKS**

Work involves the performance of duties where physical exertion is required as a normal part of assigned duties. Assistance is available to perform unusually physically demanding tasks. Work may involve lifting and carrying objects weighing as much as 50 pounds as a regular part of the job. May require occasional lifting weights up to 75 pounds. Considerable walking, climbing, stooping, bending, reaching and sitting for extended

periods of time may be required as a normal part of the job. Employees may have minor restrictions of motion; however, the restrictions must not prohibit performance of assigned duties, and vision and hearing should be rated as acceptable to obtain the required driver's license. Verbal communicative ability may be required of public contact positions.

**EQUIPMENT, AIDS, TOOLS, MATERIALS**

Utilizes office equipment such as computer, telephone, and copier. Operates a motor vehicle. Utilizes radio to communicate with employees. Requires wearing School Safety/Security apparel/uniform and protective, specialized equipment. Utilizes bicycles in administration of duties.

**WORKING CONDITIONS**

Outdoors and indoors with exposure to all weather/climate conditions and temperatures. Exposure to noise, dusts, gas and fumes. Contact with employees, parents, students and the public. Potential contact with violent persons and potentially dangerous animals. May be required to work different shifts. May be required to report on normal day off.

**CONTROL, SUPERVISION**

Supervisory control of staff which includes interviewing, selecting, training, directing, and appraising work, handling employee complaints, disciplining staff and providing for safety and security.

M: JOB62816  
New: 11/14