

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resource Services
665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

SITE SAFETY SUPERVISOR

Title:	Site Safety Supervisor	Reports To:	Operations Manager of Business Services and Operations
Department:	Business Services and Operations	Work Year:	183 Days per year
Classification:	Classified	Salary:	Range 7
Date Approved:	July 2009		

DESCRIPTION OF POSITION:

Under the direction of the Safety Operation Manager, and the general direction of the assigned Site Administrator (principal or principal’s designee), the Site Safety Supervisor performs a wide variety of duties pertaining to the supervision of students, maintains safety and security outside of classrooms, on the school grounds, and areas or streets adjacent to the campus, and at extra-curricular school functions.

REPRESENTATIVE DUTIES:

- Maintain high visibility presence in a mandatory Standard District Dress Uniform around the campus at all times, in designated areas. E¹
- Carries a District security identification badge at all times.
- Monitor and check student behavior and movement around the campus. E
- Enforces school regulations and intervenes appropriately regarding student conduct in halls, walkways, and around and adjacent to the campus (anywhere outside the classroom) before, during and after school, and on the campus (or adjacent to) during lunch periods. Follow polices and procedures as defined by District standards, school regulations, handbook and administrative direction. E
- Ongoing participation in training provided by Business Services and Operations Division. E
- Complete general written reports accurately and serve as a witness in student conferences, disciplinary hearings/proceedings and legal hearings/proceedings, as appropriate.
- Escort students to the office for administrative intervention. E
- Intervene in and diffuse conflicts between students consistent with student safety requirements. E
- Assist in the enforcement of safety regulations. E
- Supervise the campus to keep loiterers from the campus and to redirect students out of class without proper authorization back to their class, effectively and respectfully. E
- Make referrals and obtain assistance as the seriousness or repetition of a situation requires. E
- Assist with the supervision of functions such as dances, athletic contests, or other school activities. E
- Supervise groups of students in emergency situations as the principal’s designee.
- Perform related duties as assigned. E

¹ Essential duties as required by the American Disabilities Act
Site Safety Supervisor

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Experience involving public contact responsibilities; including experience working with youth in a supervisory capacity.

LICENSES:

- High school diploma or equivalent.
- Valid California Driver’s License.
- Items below must be completed within six (6) months of employment probation.
 1. California SB1626 certificate of completion or equivalent within past five years.
 2. Successful completion of conflict resolution, verbal intervention and/or physical restraint course(s) approved by the District within six (6) months of employment.
 3. Strict adherence to District dress code for campus supervisors during both regular and overtime activities.
 4. First Aid and CPR certification.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Effective human relation techniques with particular emphasis on those relating to adolescents.
- Verbal communication skills of persuasion, cooperation and diffusion of confrontation.

ABILITY TO:

- Assist with certain clerical duties (i.e. filing, answering phones).
- Do the initial investigation of minor infractions by gathering incident reports, character involved, etc.
- Perform conflict mediation with students when required and appropriate.
- Apply training in peer/conflict mediation in order to be able to teach and assist students in resolving their differences.
- Assess situations quickly and problem-solve or make appropriate referrals and/or seek assistance.
- Work effectively and cooperatively with other agencies, parents, students and staff in mutually respectful relationships.
- Learn, rapidly, the District’s Standards of Student Behavior and other policies and regulations relating to the supervision of school students and school safety. Apply the standard of Student Behavior with consistency.
- Produce clear and cohesive written statements and incident reports on District approved forms.
- Communicate effectively and persuasively, to de-escalate and resolve conflicts in a non-confrontational manner.
- Understand and work effectively with security-related technology such as radios, metal detectors, video monitoring, alarms, etc.

WORKING CONDITIONS:

- Indoor and outdoor environment.

- May be assigned to work at a variety of other District sites to provide back-up and/or support, as need.
- Assist with the supervision of extra-curricular activities outside the duty day.
- May be exposed to verbal abuse and harassment, potential physical hazards involved in intervening in anti-social, illegal and/or violent behavior; possible fights, confrontations and/or weapon possession by minors and/or adults.

PHYSICAL REQUIREMENTS: Frequency Key: None (1); Occasional -up to 25% of shift (2); Intermittently - up to 50% of shift (3); frequently - up to 75% of shift (4).

Activity	Frequency		Activity	Frequency
Bend	2		Lift/carry 0-10 lbs	2
Twist	2		Lift/carry 11-25 lbs	2
Squat	2		Lift/carry 26-40 lbs	2
Kneel	2		Lift/carry 41-100 lbs	2
Climb	2		Stand	4
Reach above shoulder	3		Walk	4
Grip/Grasp	3		Sit	2
Extend/Flex Neck	4		Drive	2
Use Right Hand	3		Perform Repetitive Hand Motions	4
Use Left Hand	3		Keyboarding/Mouse Work	3
Ability to See	4		Ability to Hear	4

THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. The district is compliant with ADA requirements.

Approved by: _____ Date: _____
 Reynaldo Santa Cruz, Assistant Superintendent of HRS