

## SAFETY OFFICER TRAINEE

### DEFINITION

Under general supervision, supervise, monitor, and control a secondary school campus and parking areas; provide security as appropriate; and do other related work as required.

### ESSENTIAL FUNCTIONS

Perform campus and parking lot control and monitor functions and activities; check for student violations, controlled substance and tobacco usage, fireworks, weapons, theft, truancy, fights, gang involvement, and counsel students regarding behavior; monitor and direct student activities in hallways, restrooms and in areas adjacent to school buildings, including parking lot; control, monitor, and direct unauthorized persons on the campus and in parking lot areas; assist and direct campus visitors to authorized parking areas and appropriate offices; inspect, review, and monitor campus and parking areas to insure against inappropriate behavior, and to report potential safety hazards and vandalism; may assist police with car damage and break-ins; counsel and advise students and others regarding violations of rules and regulations; may supervise students in detention; support maintenance of orderly control of large crowds and safety regulations at school events; may prepare behavior reports for student violations; may contact appropriate law enforcement agencies to maintain the security and control of campus and parking areas; may investigate and prepare as directed vandalism, property damage, theft, and incident reports; may identify gang members, graffiti, symbols, and gang slogans necessary to identify gang activity in and around campus; may work with appropriate city and county agencies as necessary; communicate information in a timely manner to site level administrators; assist ill students or students experiencing difficulty by escorting them to the health office or appropriate administrative office; supervise bus loading/unloading zones; provide campus clean-up/custodial duties as time permits; may monitor campus via bicycle; may transport students home in a district vehicle for reasons such as suspension or illness.

### EMPLOYMENT STANDARDS

#### KNOWLEDGE AND ABILITIES

##### Knowledge of:

Behavior modification strategies and techniques;

Crowd control procedures and the detection and identification of dangerous drugs, improper substances and gang activity;

Safe campus supervision methods and procedures;

School district and departmental rules and regulations

##### Ability to:

Perform effectively and efficiently in situations requiring tact, diplomacy, and good judgment;

Enforce campus rules and regulations;

Communicate effectively in oral and written form, particularly with adolescent students;

Understand and carry out oral and written directions;

Establish and maintain effective working relationships with those contacted in the course of work;

Learn and apply legal mandates, traffic laws and regulations, basic school law, policies, rules, and regulations concerning campus control, security, and appropriate student behavior;

Learn and apply crowd control procedures and the detection and identification of dangerous drugs, improper substances and gang activity;

Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education and Special Requirements:

Must complete an approved PC 832 Peace Officer Standards and Training Course (POST) and have a valid POST Level III Module certificate within one (1) year of hire date (prior to 1-year anniversary) for permanent employees and within six (6) months of hire date (prior to 6-month anniversary) for probationary employees.

Must provide proof of completion of SB1626 Campus Security training.

Must have and maintain a valid CPR and first aid certificate.

Equivalent to the completion of the twelfth grade.

Experience:

One or more successful years of experience working with adolescent age students performing supervision and crowd control services.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license and qualify for insurability with the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Moderate work, lifting or pushing objects weighing up to 100 pounds.

Working Conditions:

Working regularly in variable weather conditions. Long periods of standing and/or walking.

Pre-placement Physical: Class I