



## CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

### Job Class Description

<b><u>SAFETY &amp; SECURITY SPECIALIST</u></b>			
<b>DEPARTMENT/SITE:</b>	Educational Services Department	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	27
<b>REPORTS TO:</b>	Coordinator - Safety & Security, or assigned Supervisor	<b>WORK YEAR:</b>	11 Months (206, 221 Days) OR 12 Months (260 Days)
		<b>FLSA:</b>	Non-Exempt

#### **BASIC FUNCTION:**

Under the direction of the Coordinator - Safety and Security, support the District's security program and patrol assigned school sites and District locations to provide the safety, security, and protection of all students, staff, visitors, District property, and equipment; provide initial response to emergencies; allocate resources/support in emergency situations; participate in a wide variety of investigative activities regarding incidents pertaining to safety and security; support District administration in crisis response measures; monitor student activities and encourage students to observe fundamental courtesies and all school rules; implement safety plans and the District emergency preparedness program; assist in training and provide guidance to Campus Safety Leads, Campus Safety Assistants and Campus Aides. The incumbents in this classification provide students with safety and security during, before, and after school which directly supports student learning.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Safety & Security Specialist** is the experienced and specialized level classification supporting various school sites or District locations; incumbents are expected to provide first response support to emergency situations; allocate resources in emergency situations; may be assigned to provide guidance to other safety-related classifications. **Campus Safety Lead** is the experienced-level classification in the series; incumbents in this classification are expected to use independent judgment in handling campus security matters and may be assigned to a school site where they may provide guidance to Campus Safety Assistants. **Campus Safety Assistant** is the mid-level classification in the series; incumbents in this classification are responsible for maintaining campus safety in accordance with District and site policies and procedures. **Campus Aide** is the entry-level classification in the series; incumbents in this classification are responsible for monitoring students' designated school areas during student breakfast, lunch, and recess periods.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or*

*department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Implement the District-wide safety and security program; evaluate and report potential threats and assist in identifying deficiencies to ensure an effective, efficient, and operational campus security model.

Actively patrol school grounds and adjacent areas on foot or by other means (i.e., vehicle, golf cart, visual surveying, etc.); ensure safety, security, and school rules to prevent students from injury or harm; prevent entry and report the presence of unauthorized persons on school grounds; escort or assist unauthorized persons off campus and notify administration and/or law enforcement, as appropriate.

Assist school sites or departments where emergencies are in progress; assess situations and allocate resources/support; assist in scheduling security coverage for daily functions, special events, and athletic events; on occasion and accompanied by an administrator, assist with home visits and transportation of truant students to school.

Communicate and collaborate with administrators, staff, and/or local law enforcement regarding injuries, altercations, inappropriate social behavior, suspicious activity, security concerns, and/or activities.

Support site and District administration in maintaining a safe and secure school campus; patrol school campuses to provide for the safety, security, and protection of all students, staff, visitors, and property; monitor student activities and encourage students to observe fundamental courtesies and all school rules.

Intervene in and/or resolve altercations among students, visitors, and/or other parties to preserve peace and protect the safety of students and others.

Investigate security-related incidents occurring on campus or district location and report incidents involving students to appropriate staff or administrators; maintain the confidentiality of sensitive information.

Assist administrators and counseling staff with student interviews and consultations.

Serve as a role model and develop positive relationships with students, treating them with professionalism, fairness, and consistency.

Assist in training and provide guidance to Campus Safety Leads, Campus Safety Assistants, and Campus Aides, as assigned; ensure compliance with established guidelines and procedures; provide feedback and input regarding performance evaluations, as requested.

Maintain routine records and prepare incident reports, document student contact, and other activities, as necessary.

Operate computer, hand-held radio, video-monitoring equipment, and other job-related equipment, as assigned; drive a vehicle and/or golf cart to perform assigned duties.

During drills and emergency situations, direct students and staff to take appropriate action, i.e., evacuation of buildings, secure buildings, etc.; follow established protocols and procedures in the case of accidents or injuries; administer basic first aid and CPR/AED, as necessary.

Serve on the District and/or site safety committee; assist in the revision and/or update of Site Safety Plans and Emergency/Crisis Response Plans.

Assist in the maintenance of the District's emergency preparedness program for effectiveness and identify necessary changes; ensure compliance with federal and state preparedness requirements (e.g., Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS)); provide feedback related to emergency drills, after-action reports/debriefing, crime prevention, and safety programs.

Participate and attend ongoing professional development and other training to stay current with emerging safety and security risks, incidents, and trends; attend site team and/or staff meetings or other relevant meetings, as required.

Attend school activities, as needed.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Policies and procedures of assigned programs and activities.

Principles and methods of District and campus security.

Behavior management strategies, verbal self-defense, and de-escalation techniques.

Conflict resolution and mediation techniques.

Principles and practices of providing guidance to others.

Record-keeping and report-writing techniques.

Health and safety regulations.

First Aid and CPR/AED procedures.

Child guidance principles and practices.

Interests, attitudes, and emotional development of young children and/or adolescents.

Relevant federal and state laws, codes, local ordinances, and District protocols and procedures.

District safety and security practices and procedures, and geography and layout of District campuses and properties.

Security methods and procedures related to investigations, crowd/traffic control, and emergency operations functions.

Effective practices and techniques for maintaining campus control, safety, and security of students and District personnel.

Public disaster preparedness organizations, plans and communications, search and rescue, including Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).

Crime prevention techniques.

Trends of local criminal street gangs.

Common controlled substances and illegal drugs frequently used by juveniles.

Security systems and equipment.

Interpersonal skills and public relations, using tact, patience, and courtesy.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Operation of standard office and safety equipment, including computer and assigned software, two-way radios, golf cart, etc.

**ABILITY TO:**

Patrol school grounds and provide for the safety, security, and protection of all students, staff, visitors, and property.

Maintain a safe and secure campus model as a daily routine, during special events, and during critical incidents.

Implement effective and efficient campus security procedures and operations.

Implement approved de-escalation and emergency behavioral interventions, as needed.

Interpret, apply, and explain District and site policies, rules, and regulations, and related procedures.

Ensure compliance with school policies and rules in an assertive, equitable, and consistent manner.

Prevent or break up student conflicts and fights.

Use good judgment and discretion in dealing with interpersonal situations and maintain the confidentiality of information.

Relate well to students of all backgrounds and ethnic groups and gain their cooperation.

Determine appropriate action within clearly defined guidelines.

Respond to emergency or difficult situations quickly and adopt an effective course of action.

Work alone effectively under stress or in situations dangerous to self or others.

Establish and maintain cooperative and effective working relationships with others.

Understand and work within the scope of authority.

Write clear and concise reports.

Be reliable in attendance and punctuality.

Observe health and safety regulations.

Administer First Aid and CPR/AED and maintain current certifications.

Effectively cope with stress and emergency situations.

Maintain flexibility and work effectiveness and adapt to changes in routine, workload, and duties.

Communicate effectively both orally and in writing.

Read, understand, and follow oral and written instructions.

Maintain confidentiality.

Operate radio and office equipment, including computer and assigned software.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school, or equivalent, supplemented by coursework in criminal justice, psychology, or related field, or training as a security guard or peace officer, and at least four (4) years of recent work experience in campus safety, security, law enforcement or similar position for a public school, which includes at least on (1) year

experience leading the work of others. Experience working with at-risk youth in a school setting is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Maintain qualification for automobile insurance coverage.

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and First Aid Card is required. Online certificates are not accepted.

Maintain up-to-date certificate in CPR and First Aid.

Professional Assault Crisis Training (Pro-ACT) Certification or other District-provided de-escalation and behavior intervention training within six months of hire.

SB1626 and/or other mandated certification within six (6) months of hire.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor and outdoor work environment.

Attend meetings during evening hours.

Subject to noise, odors, and physical and verbal aggression.

Seasonal heat and cold or other adverse weather conditions.

Travel to multiple school sites, as needed.

Subject to conducting work during the day, evening, weekend, and holidays, and being on-call during off-duty hours.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Walking, standing, or sitting for extended periods of time and on uneven ground.

Running and jumping to intervene in student and emergency situations.

Hearing and speaking to exchange information in person and by telephone.

Speaking to be heard in crowds and before groups of people.

Dexterity of hands and fingers to operate a computer, assigned software, and safety or other safety-related equipment.

Bending at the waist, kneeling, squatting, or crouching to assist students.

Reaching overhead, above the shoulders, and horizontally.

Restrain students who become physically aggressive.

Regularly lift, push, pull, and/or carry objects up to 25 pounds; frequently lift, push, pull, and/or carry objects up to 50 pounds; occasionally lift, push, and/or pull very heavy objects up to 100 pounds.

Physical, mental, and emotional stamina to fully perform duties and responsibilities.

Physical strength and agility to safely implement approved de-escalation and behavioral interventions, as needed.

**HAZARDS:**

Adverse weather conditions.

Potential physical hazards involved in intervening in fights and other anti-social, violent and illegal behavior.

Contact with dissatisfied or verbally and/or physically aggressive individuals.  
Potential contact with blood-borne pathogens, infectious diseases, and other body fluids.

**CLEARANCES:**

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug/Alcohol Screen

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**JOB CLASS HISTORY**

New Approved / PC: 09/26/2024 GB: 10/08/2024