



PERSONNEL COMMISSION

Class Code: 5016
Salary Range: 35 (S1)

SCHOOL SAFETY SUPERVISOR

JOB SUMMARY

Under general supervision, plan, organize, oversee and participate in the operations and activities of the Office of School Safety and Emergency Preparedness to provide safety and protection for students, staff, equipment and property; assure compliance with applicable laws, codes, rules and regulations; train and supervise the performance of assigned personnel; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize, oversee and participate in the operations and activities of the Office of School Safety and Emergency Preparedness to provide safety and protection for students, staff, equipment and property. **E**
- Train and supervise the performance of assigned personnel; assign, schedule and review the work of personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Communicate with students, administrators, staff and the public to exchange information, coordinate activities and resolve issues or concerns; advise school administration and School Safety personnel of causes and effects of student tension on campus and within the community. **E**
- Serve as a role model and provide guidance to students regarding appropriate behaviors and the importance of following school rules; build rapport with students and assist in promoting positive, productive and safe campus climates. **E**
- Facilitate and participate in discussions with individual students, parents and school staff; issue referrals to the Los Angeles County Probation Citation Diversion Program and other community resources. **E**
- Intervene in conflicts between individual and groups of students or others and de-escalate situations; assist students and individuals to problem-solve issues and resolve conflicts in a positive and constructive manner. **E**
- Respond to and resolve calls for service; assess situations and oversee the response to calls in progress; update dispatch on status of calls; investigate incidents and report criminal activity; report safety hazards observed at sites. **E**
- Patrol District sites and adjacent areas; assure compliance with applicable laws, codes, rules and regulations detain persons suspected of criminal behavior; call local law enforcement when arrest is required. **E**

- Record activities and incidents; prepare incident reports and notify dispatch; review incident reports for accuracy and clarity; return incident reports to personnel for corrections as needed; file reports. ***E***
- Coordinate responses to a variety of emergency situations at or near District sites including Assess Communicate and Take Action (A.C.T.) button activations; administer first aid or necessary physical assistance to ill or distressed individuals. ***E***
- Oversee and participate in controlling crowds at special and athletic events; observe and report misuse of facilities, vandalism or other unauthorized activities; direct traffic. ***E***
- Oversee and participate in the activities of the School Safety Communications Center including radio, alarm response, and telephone procedures, scheduling personnel, and training of staff. ***E***
- Coordinate and schedule the repair and maintenance of District School Safety vehicles with the District Transportation Branch; respond to and investigate traffic accidents involving District vehicles. ***E***
- Conduct comprehensive background investigations for School Safety employment candidates in accordance with Peace Officer Standards and Training (P.O.S.T) Commission regulations; collect and review P.O.S.T History Statements and other required documents; conduct interviews with candidates, past employers and other references; maintain auditable records and files. ***E***
- Coordinate and facilitate the ongoing training of School Safety personnel in accordance with established guidelines and procedures; track and assure School Safety personnel receive necessary trainings in a timely manner. ***E***
- Assist in the formulation and development of department programs and policies; advise administration of unusual trends or issues and recommend appropriate corrective action. ***E***
- Operate a District patrol vehicle; observe legal and defensive safe driving practices; operate a variety of safety equipment including a fire extinguisher, duty belt, handcuffs, and two-way radio, observing unit designators. ***E***
- Attend and participate in a variety of meetings, conferences and trainings; prepare and deliver presentations to individuals or groups concerning School Safety and Emergency Preparedness operations, policies, procedures, and services. ***E***
- Operate a variety of office equipment including a computer and assigned software; drive a District vehicle to conduct work; complete safety checklists for assigned District vehicle. ***E***
- Transport students home or to other locations as necessary. ***E***
- May attend and participate in legal proceedings of suspects.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A School Safety Supervisor plans, organizes, oversees and participates in the operations and activities of the Office of School Safety and Emergency Preparedness to provide safety and protection for students, staff, equipment and property. Incumbents train and supervise assigned personnel and assign, schedule, and review the work of personnel.

An incumbent applies considerable knowledge of applicable laws, codes, rules and regulations to assess a wide variety of situations and oversee the response to calls in progress.

EMPLOYMENT STANDARDS

Knowledge of:

Subject matter taught in the California Peace Officer Standards and Training (P.O.S.T.) basic academy.

Applicable laws, codes, rules and regulations related to assigned activities.

Principles and practices of supervision and training.

Policies and procedures of the District's School Safety and Emergency Preparedness program.

General principles of adolescent behavior and development.

General behavioral management strategies and techniques.

Diverse needs of students from varying socioeconomic and cultural backgrounds.

Interpersonal skills using tact, patience and courtesy.

General conflict resolution techniques.

Techniques of group and crowd control.

Handgun use and safety measures.

Patrol and security methods and procedures.

Policies and procedures of local law enforcement and public safety agencies.

District alarm and intrusion systems.

Operation of a variety of safety equipment including a two-way radio.

First aid and CPR.

Operation of a computer and assigned software.

Ability to:

Model a relational and collaborative approach to interacting with students, staff, local law enforcement, public safety agencies and the public.

Train and supervise the performance of assigned personnel.

Prepare and adjust work schedules.

Think clearly and logically, use good judgment, and make rapid and appropriate decisions in emergency situations.

Interpret, apply, and explain applicable laws, codes, rules and regulations.

Observe and retain names, faces, and details of events or occurrences.

Qualify to use a handgun.

Control behavior of students and others in a wide variety of situations.

Keep complete and accurate records and prepare clear and concise reports.

Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.

Build positive relationships and strengthen student engagement.

Understand adolescent behavior and be a positive role model to adolescents.

Analyze situations accurately and adopt an effective course of action.

Understand and work within scope of authority.

Meet schedules and timelines.

Intervene physically in confrontations and restrain individuals as appropriate.

Establish and maintain cooperative and effective working relationships with others.
Maintain confidentiality of sensitive and privileged information.
Communicate effectively both orally and in writing.
Operate a variety of safety equipment including a two-way radio.
Operate a District patrol vehicle observing legal and defensive driving practices.
Operate a computer and assigned software.

Education and Training:

Graduation from high school or equivalent.

Graduation from or enrollment in a California Peace Officer Standards and Training (P.O.S.T) basic academy. Successful completion of the program within one year from the date of appointment to the position is required.

Associate's degree including coursework in criminal justice, psychology, law, or a related field is desirable.

Experience:

Three years of security or law enforcement experience in an institution or public agency providing protection and enforcement of rules and regulations including one year in a lead or supervisory capacity. Experience working with adolescents is highly desirable.

OR

Three years as a School Safety Officer in the Long Beach Unified School District.

Any other combination of education, training and experience which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Prior to employment in this classification, successful candidates must pass a comprehensive background investigation and psychological evaluation.

Valid California Class C driver's license.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Incumbents must complete 24 hours of accredited training per calendar year. Training is at the District's expense.

Incumbents must provide and service their own firearm subject to District approval and qualify periodically with the approved firearm at a specified police or sheriff's range.

Incumbents will be required to work adjustable schedules that will include evenings, weekend assignments and swing shifts.

WORKING ENVIRONMENT

Office and school site environment.
Outdoors and indoors.
Areas adjacent to school sites.
Seasonal heat and cold or adverse weather conditions.
Contact with dissatisfied or abusive individuals.
Exposure to physical confrontations.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials and perform assigned duties.
Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate a computer and safety equipment.
Wear a duty belt weighing approximately 25 pounds and ballistic vest during assigned shifts.
Sufficient agility and strength to lift or restrain students or other individuals and protect self from physical harm.
Walking and climbing stairs.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

Per Board of Education resolution 071805-B, effective July 18, 2005, this classification has been designated as a police class. In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 4/11/2002
Revised: 6/19/2003
Revised: 10/19/2006
Revised: 2/19/2015
Revised: 06/17/2021