



POSITION DESCRIPTION

JOB TITLE: School Safety Coordinator/Supervisor – 12 Month Job Class: 2439		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Supervise and evaluate Safety Assistants within assigned schools and coordinate safety procedures within the schools. Maintain a safe school environment while closely working with administration and the police.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Plan and implement staff training programs addressing safety issues and train safety personnel in areas such as crisis prevention and intervention, gang activity, bus safety and weapons. Present periodic safety workshops and training sessions to MPS school staff.
2. Organize, order and dispense uniform items required by labor agreement. Maintain inventory control.
3. Plan and conduct metal detection (weapons screening) at secondary schools, on planned or emergency basis. Record all items confiscated. Train school personnel in the use of on site metal scanners, maintain scanning equipment and inventory.
4. Monitor, collect, prepare and submit payroll for approximately 160 School Safety Assistants in a timely manner to meet payroll deadlines.
5. Investigate, document, schedule and implement all disciplinary matters involving School Safety Assistants. Meet with MTEA representatives regarding disciplinary matters.
6. Maintain, review and file daily incident reports for use in MPS profiling system.
7. Plan and facilitate monthly meetings of principals and district police captains which include sharing of information, problem solving and developing cooperative plans.
8. Organize and develop intervention during crisis situations. Assign daily dispatch personnel as the need arises throughout the city.

9. Provide system wide services such as radio repair services, taking staffed pictures and individual visitor passes to schools.
10. Provide security for special events such as music festivals, college fairs and VIP visitors.
11. Conduct parent/guardian meetings regarding severe student breeches of security such as gang activity, vandalism and bussing problems.
12. Meet with transportation officials regarding security problems that arise during the transportation of students.
13. Supervise locker inspections. Tag and record items confiscated.
14. Actively supports the MPS Strategic Plan.
15. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Director of School Safety

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

School Safety Assistants

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

One or two years of college preferred. Training and experience may be substituted.

Experience Requirements

Proven supervisory experience, minimum of three years, in security, law enforcement or related field.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.