



POSITION DESCRIPTION

JOB TITLE: SCHOOL SAFETY ASSISTANT Job Class: 9909, 9912, 9913, 9911, 9910, 9914, 9290		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: MTEA		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: To make assigned school safe and secure for the students, teachers, administrators and other personnel. Patrol designated areas during assigned hours with a view to maintaining safety and security.		

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. Be alert and prepared to report to the Safety Supervisor, Principal or designee any evidence of extraordinary activity (criminal or otherwise) within the building or on the grounds of the school.
2. Conduct investigations within the limits of authority, where assigned by the principal or designee, and cooperate with law enforcement personnel when needed.
3. Provide such information which may pertain to the maintenance of a school environment conducive to learning, obtained through relationships with the students and the community.
4. Develop a thorough knowledge of appropriate emergency procedures.
5. Assist in crowd control and the maintenance of order where safety of personnel and protection of property is involved.
6. Supervise and escort individual students for limited periods of time when the situation requires such control.
7. Render first aid within the limits of skills as expected of all other personnel.
8. Provide on the spot guidance and direction to students.
9. Establish and maintain a file containing contact records, documentation of observations and a daily log of activities.
10. Assist schools in the prevention and control of disruptive acts, violence, etc., as directed by the safety supervisor and or principal.

11. Assist in reducing truancy and loitering in and about the school.
12. Assist in controlling and identifying hall walkers and loiterers.
13. Assume responsibility in the incident profiling system and the local school level and ensure that all reports are filed in a timely manner.
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.)

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.

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.)

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation 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. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports 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.

General office environment.

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.

General office environment, must be able to handle light lifting and occasional standing, bending.

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.

