



POSITION DESCRIPTION

JOB TITLE: Safety Supervisor – Loss Control Job Class:	
DATE	Office of the Chief of School Administration School Safety
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Conducts preliminary investigations for property loss, theft or damage and coordinates investigations with the proper authorities.	

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. Initiates and conducts preliminary investigations to complete reports for property loss, theft, or damage; collects and preserves evidence pertaining to criminal activity for presentation to appropriate prosecuting authorities.
2. Coordinates specific security matters with building-based security personnel.
3. Interacts with other agencies and Milwaukee Public Schools (MPS) departments; law enforcement, community professionals, etc.; to communicate and/or receive information regarding situations that may affect students, safety and property issues.
4. Provides written and oral reports, briefings or summaries to appropriate staff; prepares and maintains clear, concise, complete and descriptive reports related to assigned duties.
5. Facilitates meetings with internal and external groups to share information, problem solve and to develop cooperative plans.
6. Operate a computer and related software to input and create reports. Updates and accesses a variety of records and information; generates reports, records, lists and summaries from computer databases; operates standard office equipment and all communication devices in a professional manner.
7. Maintains surveillance equipment and security information in a lawful manner. Performs surveillance activities on behalf of MPS as necessary.
8. Maintains strict confidentiality regarding all student, parent or staff matters and issues.
9. Attend training programs in all current and lawful enforcement procedures; participate in training, debriefing, and other meetings as assigned.
10. Allocates work and trains employees, evaluates performance and makes recommendations for personnel actions according to the policies and procedures of MPS and direction provided by the

Milwaukee Public School's Board of Directors.

11. Actively supports the MPS Strategic Plan.
12. Performs other duties as assigned.

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

Receives direction from the Director, Division of 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.

Oversees and coordinates the work of school safety assistants as needed or instructed.

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.)

A high school diploma or a GED, additional college course work is recommended.

Experience Requirements

Proven supervisory experience and a minimum of three years experience in security or law enforcement is required.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are required. Skill at organizing resources and establishing priorities is essential. 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, the MPS Portal and various internal databases 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, outdoors at times. Flexibility with the schedule is required, occasional evenings and weekends.

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 educational environment, must be able to handle lifting of up to 25 lbs and frequent standing, bending and walking. Able to respond to sites for investigations as needed. Must have reliable transportation and a clean driving record.

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.