



POSITION DESCRIPTION

JOB TITLE: School Safety Assistant		
DATE	DEPARTMENT OR SCHOOL Varies	DIVISION Safety
BARGAINING UNIT: MTEA		FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	EEO Category:
<p>POSITION SUMMARY: (Describe the general nature and level of work performed by this position.)</p> <p>Ensures assigned school or other venue is safe and secure for the students, teachers, administrators and other personnel of Milwaukee Public Schools (MPS) and the public. Patrols designated areas during assigned hours with a view to maintaining safety and security.</p>		

DESCRIPTION OF THE JOB: DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE. Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (*) 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. Oversees the school (or other assigned building or venue) to ensure the safety of the students and others on-site. Reports to the Safety Supervisor, Principal or designee any evidence of extraordinary activity (criminal or otherwise) within the building or on the grounds.
2. Conducts investigations within the limits of authority, as assigned by the principal or designee, and cooperates with law enforcement personnel when needed.
3. Provides information which may pertain to the maintenance of a school environment conducive to learning, obtained through relationships with the students and the community.
4. Develops a thorough knowledge of appropriate emergency procedures.
5. Assists in crowd control and the maintenance of order where safety of personnel and protection of property is involved.
6. Supervises and escorts individual students for limited periods of time when a situation arises requiring such control.
7. Renders first aid within the limits of skills as expected of all other personnel.
8. Provides on the spot guidance and direction to students.
9. Establishes and maintains a file containing contact records, documentation of observations and a daily log of activities.
10. Assists schools in the prevention and control of disruptive acts, violence, etc. as directed by the safety supervisor and or principal.

11. Assists in reducing truancy and loitering in and about the school. Assists in controlling and identifying hall walkers and loiterers.
12. Assumes responsibility in the incident profiling system and the local school level and ensures that all reports are filed in a timely manner.
13. Actively supports the Milwaukee Public Schools Strategic Plan.
14. Performs other duties as assigned.

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

Safety Supervisor, Principal or Designee

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.

None

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

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

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.

APPROVALS:

Supervisor _____ Title _____ Date _____

Compensation Services Manager _____ **Date** _____