



MILWAUKEE PUBLIC SCHOOLS  
DEPARTMENT OF HUMAN RESOURCES

Administration Building  
5225 West Vliet Street  
P. O. Box 2181  
Milwaukee, WI 53201-2181  
Area 414: 475-8205

POSITION DESCRIPTION

<b>JOB TITLE: School Safety Supervisor - Citations</b>		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> School Safety	<b>DIVISION</b> Safety
<b>BARGAINING UNIT:</b> ASC		<b>FLSA STATUS:</b> ___ Exempt ___ Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>EEO Category:</b>
<p><b>POSITION SUMMARY:</b> (Describe the general nature and level of work performed by this position.)</p> <p>Supervises and evaluates Safety Assistants within assigned schools and coordinates safety procedures in the schools. Maintains a safe school environment while working with the Milwaukee Public Schools administration and Milwaukee Police Department. Writes and issues non-traffic citations as the situation dictates.</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. Plans and implements staff training programs addressing safety issues. Trains safety personnel in such areas as crisis prevention and intervention, gang activity, bus safety and weapons. Presents periodic safety workshops and training sessions to Milwaukee Public Schools' staff (MPS).
2. Issues municipal, non-traffic citations as necessary.
3. Prepares thorough investigative reports for documentation of issues and situations occurring in MPS. Provides testimony in court if necessary.
4. Plans and conducts metal detection services (weapons screening) at secondary schools as needed. Records items confiscated. Trains school personnel in the use of on-site metal scanners and maintains equipment and inventory.
5. Investigates, documents, schedules and implements all staff discipline for School Safety Assistants. Meets with representatives from the MTEA regarding disciplinary matters.
6. Maintains, reviews and files daily incident reports for use in the MPS Profiling System.
7. Plans and facilitates monthly meetings of principals and district police captains which include sharing of information, problem solving and developing cooperative plans.
8. Organizes and develops intervention strategies for use during crisis situations. Dispatches personnel throughout the district as the need arises.

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9. Conducts meetings with parents/guardians regarding severe student breeches of security such as gang activity, vandalism, weapons or transportation issues. Meets with transportation officials regarding issues surrounding student transport.
10. Supervises school locker inspections. Tags and records all items confiscated.
11. Provides security for special events and important visitors to the district.
12. Organizes, orders and dispenses uniform items as outlined in the labor agreement and maintains inventory control. Prepares and submits payroll for School Safety Assistants.
13. Keeps abreast of changes and updates in the provision of Safety services by reading journals and attending appropriate seminars and training classes.
14. Actively supports the Milwaukee Public Schools 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.)

General supervision provided by the Director, Division of Security or his 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.

Total supervision of up to 20 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.)

The position requires a high school diploma or a GED, additional safety training is necessary. An associate's degree is desired.

**Experience Requirements**

Three years of successful supervisory experience in a security, law enforcement or safety environment is necessary. A valid drivers' license is required.

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are essential. The ability to communicate with law enforcement personnel, parents and school administrators is required. Attention to detail is important. Must be able to work effectively with diverse groups of people. An understanding of the safety needs of an urban school district is required. Flexibility in shift assignments is necessary. Incumbent must be able to travel between sites. Must have skill in prioritizing activities; for self and for others. Budgeting experience is required. Intermediate skills in MS Office software are required.

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

Position requires some driving between assigned locations. Work may be strenuous at times. Lifting up

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to 100 pounds may be necessary.

**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.**