



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	School Safety Officer	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5004 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 57 Range: 44

BASIC FUNCTION:

Under the direction of an assigned administrator, patrol school properties on foot to provide security, safety and protection to students, personnel, equipment and property; enforce laws and regulations; respond to emergency situations; model and reinforce a positive school environment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Patrol school properties and adjacent areas; protect students, personnel, equipment and property by performing inspections on foot for unsafe conditions, illegal acts and unauthorized persons on and around designated properties
- Enforce District and school site policies, procedures, rules and regulations regarding campus safety, security and appropriate student behavior, correcting improper, unsafe, unruly activities and reporting infractions to school administration
- Respond to emergency situations and administer first aid as needed; assist injured or ill persons; respond to calls involving alarms, thefts, disturbances, vandalism and malicious mischief in, or around school grounds; investigate situations and disturbances; collect and preserve evidence, take statements and support administrators in investigating incidents
- Serve as a resource for individual students to discuss issues, provide information and make referrals to appropriate personnel; utilize strategies to mitigate and de-escalate conflicts between student/student, student/staff, and other individuals on campuses
- Assist police officers in responding to and investigating incidents involving assault, battery, illegal substance possession and use and other illegal acts occurring on school grounds
- Prevent entry and report presence of unauthorized persons on school grounds; ; notify law enforcement and detain suspects; assist or direct unauthorized persons to the correct location when on legitimate school business or escort unauthorized persons off campus and notify District administrators

- Control foot traffic and provide security at school functions; may control parking and safe movement of vehicles in parking areas as needed; enforce District parking regulations
- Prepare and maintain reports related to security of school premises and student referrals and incidents; provide documentation related to illegal activity to District administrators and police
- Assure the safety of District students, staff and property; patrol assigned school site areas on foot before, during and after school hours; monitor and inspect security of doors, windows and gates
- Investigate and report unusual, suspicious or criminal activities; investigate complaints and security notifications related to trespassing, loitering, vandalizing and other criminal activities; assure visitors on District properties have appropriate permits
- Communicate with District personnel, law enforcement and fire and safety personnel to receive and exchange information related to security, vandalism, crimes and investigations of safety issues; testify in court and expulsion hearings as needed
- Assist in the implementation and facilitation of the school safety and disaster preparedness plans; review and assist with lockdown, shelter-in-place and evacuation procedures, first aid and communication procedures and duties as assigned
- Provide information and respond to inquiries from students, staff and visitors
- Respond to and report fire and safety hazards; respond to fire and burglar alarms and extinguish small fires; summon and communicate with police and fire department personnel as needed
- Administer emergency first aid and CPR/AED as necessary; arrange for emergency medical services as needed
- Operate a computer, a hand-held radio, video monitoring equipment, and other job-related equipment
- May assist with the supervision of students in detention or Saturday School and maintain appropriate records related to the assignment
- Maintain orderly control of large crowds to ensure safety of students and staff; enforce safety regulations at District events or as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and practices of effective student safety and security

Procedures and laws of mandated reporting

School security policies, procedures and regulations

Crowd and traffic control techniques

Health and safety regulations

Standard broadcasting procedures of a hand-held two-way radio system

Investigation and report writing techniques

Record-keeping techniques

Interpersonal skills using tact, patience and professionalism

Oral and written communication skills

First aid and CPR/AED techniques

De-escalation and mitigation techniques

ABILITY TO:

Preserve and protect students, personnel and organizational property

Enforce applicable laws, rules and regulations

Analyze situations quickly and adopt a safe and effective course of action

Report and respond to fire and safety hazards

Apprehend and restrain individuals that pose immediate threat

Interview witnesses, complainants and suspects

Organize and write clear and concise reports of incidents

Administer first aid, CPR and AED

Communicate effectively both orally and in writing

Communicate effectively with diverse populations including but not limited to, students, staff, administrators and the public

Establish and maintain cooperative and effective working relationships with others

Understand and follow oral and written directions

Operate a computer, two-way radio, video monitoring equipment and other job-related equipment

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years security, law enforcement or related experience

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this classification are required to complete coursework and receive the SB 1626 and/or other mandated certification prior to commencing employment.

Incumbents in this classification are required to wear the designated District School Safety Officer uniform as provided by the District.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor environment

Possible fights and confrontations

Seasonal heat and cold or adverse weather conditions

Evening or variable hours

PHYSICAL DEMANDS:

Standing, walking or sitting for extended periods of time

Dexterity of hands and fingers to operate school safety and security equipment

Walking and running

Hearing and speaking to exchange information

Seeing to monitor student behavior, to read and to prepare reports

Physical agility and stamina to apprehend and restrain individuals

Bending at the waist and kneeling

Reaching overhead, above the shoulders and horizontally

Lifting, carrying, pushing or pulling objects and persons typically weighing up to 100 pounds

HAZARDS:

Contact with dissatisfied or abusive individuals

Possible fights and confrontations

Exposure to adverse weather conditions

Working at heights

Contact with blood borne pathogens infectious diseases and body fluids

May come in contact with armed and dangerous individuals