

## Carson City School District Job Description: School Safety Officer I

**Job Title:** School Safety Officer I

**Department:** Safety Services

**Reports To:** Risk Manager

**FLSA Status:** Non-exempt

**Prepared By:** Associate Superintendent of Human Resources

**Prepared Date:** 02-12-2020

### **General Job Description:**

Under direction, to develop, oversee and supervise programs that safeguard lives and property; to patrol all school campuses, special function locations, other District facilities and adjacent areas to deter and detect improper behavior and protect property; to control traffic and parking; to advise students, parents and staff concerning safety/attendance needs; to prepare records and reports; and to perform related work as required. Other duties may be assigned.

### **Experience or training required:**

**Knowledge of:** Pertinent Municipal, Vehicle, Health, Safety and Penal codes; principles of various law enforcement rules and regulations; school District policies and regulations; safe driving practices; general principles of supervision and training; appropriate safety precautions and procedures.

**Ability to:** Use good judgment in handling stressful or potentially dangerous situations, notifying law enforcement agencies as needed; recognize individuals from memory and photographs; assist school authorities in the maintenance of laws and regulations; maintain accurate records; read, understand and apply legal materials; operate a vehicle observing legal and defensive driving practices; makes recommendations concerning safety equipment and supplies; assists with student and adult investigations; understand and carry out oral and written instructions; establish and maintain effective proactive relationships with those contacted in the course of work.

**Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position:** Graduation from high school or the equivalent. A typical qualifying entrance background is completion of informal training in property and person security or a closely related field; or Entry-level experience performing personnel safety and property security work; or experience at or equivalent to experience as a School Safety Officer in the Carson City School District wherein the incumbent has acquired the knowledge and abilities listed above.

### **Licenses or Certificates Required:**

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card.

- Must be a resident of Carson City.

### **The Job Functions:**

Positions in this class perform building and campus security patrol work and assist in attendance by communicating with parents and students. Provides proper training for school safety officers and school crossing guards. Positions in this class perform work which has some variation and which allows or requires a limited range of decision-making in the application of policy and law. Incumbents have some latitude in selecting work methods. Incumbents are expected to refer matters that do not have a precedent to the administrator for instruction.

## **Carson City School District Job Description: School Safety Officer I**

**Essential Job Functions:**

Patrols on foot, bicycle, and in District vehicles; responds to alarms and calls to campuses, locations of special functions, and adjacent areas to prevent criminal activity and school policy violation; looks for safety hazards, evidence of vandalism, theft or burglary; develops and maintains district wide security and surveillance systems, checks, adjusts and repairs system to determine if functional; plans, organizes and provides security for special events; stops and contacts persons on foot and in vehicles on campus to determine lawful presence; extinguishes fires and removes safety hazards; assists visitors, providing directions; directs traffic flow; issues parking citations for violations of Vehicle, Municipal, Health, Safety, and Penal Codes; ensures parking control markings meet code; supervises and maintains school crossing guard program; organizes and provides proper training for all safety staff; identifies, addresses and resolves personnel conflicts; works closely with school administrators in the process of reviewing, interviewing and selection of school crossing guards; maintains current knowledge of the various principles of Juvenile Law, Use of Force, Civil Liability, Crime Scene Investigation, Victims Rights, Search and Seizure, Laws of Arrests (Probable Cause), Mechanics of Arrest, Officer Safety Training to communicate with Local Law Enforcement, Handling the Mentally Ill, CPR, Standard First Aid, Interpersonal Communication Interview and Interrogation, Report Writing, Collection and Preservation of Evidence (Crime Scene Photography), Crimes Against Property and Persons, Criminal Investigation, Crisis Intervention, Domestic Violence, Child Abuse, Officer Survival, Courtroom Demeanor, Narcotics Law, Stress Awareness, and Ethics in Law Enforcement; trained in safety programs and procedures; conducts search within limits of law; seizes contraband and preserves per evidence procedure; appears and testifies in court; identifies and interviews witnesses, suspects, reporting parties and victims, noting pertinent property, vehicles and weapons; observes suspicious persons and crime scenes; notifies law enforcement agency if technical assistance is needed; checks available records; makes orientation presentations on school policy; works with city agencies in addressing concerns with traffic, school zone signs and street crossing markings; place orders for traffic and parking signs; drives suspended students from school to home; delivers mail to post office; verifies addresses of students; issues school building keys; issues warning tickets to students for traffic and parking violations; prepares and maintains records of activities, violations, accidents, evidence, vehicles and parking permits; prepare reports of activities, accidents, contacts, crime, safety hazards, unusual occurrences, damage and restitution; prepares reports; and performs related work as required.

**Physical Demands and Working Conditions:**

Strength: Heavy Work – Lifting, carrying, pushing or pulling 25 pounds with frequent lifting and/or carrying of objects weighing up to 50 pounds. Incumbents are required to work the night shift.

<b>Salary Range:</b>	<b>Refer to current CESA Salary Schedule</b> (Plus employer paid benefits and retirement)
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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**Notice of Non-Discrimination:** The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District’s non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.