RIALTO UNIFIED SCHOOL DISTRICT

SAFETY OPERATIONS SUPERVISOR

Classified Management Job Description

DEFINITION

Under the direction of the Chief of Safety, assigned and delegated the responsibilities of overseeing daily Safety Department operations; will directly assist with overall staff developo nsT r Mt Ä upervisory and technical duties relative to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS:

The Safety Operations Supervisor is the second level of management within the Safety Department. The Safety Operations Supervisor is distinguished by their entrusted role and demonstrated ability to effectively lead others. As the primary designee of the Chief of Safety, the Supervisor may act on behalf of the Chief during his/her absence. This position involves the performance of a full range of duties as assigned including the performance of more technical and diverse assignments.

ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Plans, directs, and supervises the activities of personnel assigned to field patrol, control dispatch services, specialized operations, and general campus safety assignments.
- Provides overall technical and dai I p Oversees and participateseirs traineing activities for departme

 Conducts briefing sessions and provides updated pertinent information.
 - Vege element of year translessed in a section a in a community of the
 - Keeps abreast of new trends and innovations in campus safety.
 - Reviews reports submitted by officers to verify completeness and conformance to prescribe star
 - Engages with subordinate officers on shift and provide follow up on problems and complaints.
 - Oversees, responds to, and takes reports at accident scenes and emergencies involving students
 - Reviews all Safety personnel logs, reports and activities on assigned shifts.
 - Supervises, plans, and coordinates traffic and crowd control for school activities and special ever
 - Supervises and conducts criminal investigations including crimes against persons and proper offenses, and testifies in court.
 - Issues and supervises proper maintenance of equipment.
 - Participates in evaluating staff performance; works with employees to correct defivities;

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of: Campus law enforcement; Methods and procedures related to patrol, traffic control, investigations and identification techniques; Departmental and district rules and regulations; Criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure; Pertinent school district education codes, local and state laws, local ordinances, particularly with reference to apprehension, search and seizure, evidence and records maintenance, court procedures and traffic control; Basic report preparation; Geography of Rialto Unified School District; Principles and practices of supervision, training an Supervise, train and evaluate assigned staff; Prepare clear and concise reports; Demonstrates effective observation skills; Communicate effectively, both orally and in writing; and Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION

Education and Experience:

Experience: Five (5) years of successful experience performing safety, security and related services of law enforcement; an additional three (3) years of safety and security experience including a background serving in a leadership capacity overseeing adults and/or juveniles, all preferably in a school setting.
Education: High School diploma, GED or a higher degree required; Plus any combination equivalent to: College level course work in criminal justice or related field., supplemented by training or course work in behavior modification

Must be able to deal with these environmental considerations:

Odor: Not required
Fluorescent lights: Yes, all day long
Humidity: Yes, occasionally
Working inside: 95% of the day
Moisture: Yes, occasionally

Working outside: 5% of the day Floor may be slippery at times: Yes, when painting

Noise: Must be able to work around "productive noise"

Heat: Has own air conditioning/heating may break down Working in close quarters with others: Yes, all day long

This job requires:

Alertness: Yes The use of two hands: Yes Attention to detail: Yes Recall of names and dates: Yes

Ability to work in temperatures down to 40 degrees and up to 110 degrees

Ability to deal with psychological factors:

Team work: Yes Repetitive tasks: Yes Frustration: Medium Level of responsibility: High Must keep up with schedule: High Able to work overtime as needed: High

Dealing with angry parents, students: Yes

Physiological factors:

Must maintain a high level of consciousness:

Ability to comprehend and follow directions:

Orientation to time, place, or person:

Able to keep up a high activity level during the shift:

Ability to read at 12 grade level:

Yes