

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Supervising Community Services Officer	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	School Police Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	008
REVISED:	April 28, 2015		School Police Supervisors'

BASIC FUNCTION:

Assist the site administrator to provide a safe environment for pupils, staff, parents, and community; supervise assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Act as a liaison with community and parents. **E**

Promote positive school/community relations; create welcoming atmosphere in the school. **E**

Train, supervise, coordinate, and evaluate the work of assigned staff. **E**

Administer the records management system. **E**

Under staff supervision, provide direct assistance to pupils as needed. **E**

Assist school administrators in maintaining school security. **E**

Review and approve reports generated by assigned staff and make recommendations. **E**

Monitor visitors' activities and keep unauthorized persons off campus. **E**

Collect field evidence, retrieve and preserve digital evidence, and manage the department property room. **E**

Assist in the preparation of crime analysis reports and safe schools data collection. **E**

Implement and participate in programs related to safety education and crime prevention strategies. **E**

Assist in promoting the department's image including maintaining the social media accounts and web pages. **E**

Meet with visitors/parents to explain classroom and school safety activities; conduct classroom talks on safety issues as requested by school administrators. **E**

Contact community agencies for information on available resources and services. **E**

Assist in solving problems with transportation and supervision of loading and unloading pupils. **E**

Assist in the on-campus supervision of pupils; notify school police of unusual activity or problems. **E**

Patrol roads, buildings, parking lots, and grounds to provide protection against vandalism, burglary, arson, trespass, and theft. **E**

Maintain orderly conduct of crowds and the observance of safety regulations when assigned to special school events. **E**

Enforce parking regulations on district property. **E**

Organize and monitor school safety patrols and parent patrols. **E**

Accompany school staff on home visits to meet with parents and pupils. **E**

Work with staff, pupils, and parents to encourage maximum attendance in school. **E**

Contact surrounding businesses and neighborhoods to encourage community awareness for crime prevention. **E**

Follow-up on low level cold property crimes with no suspect information and submit appropriate department forms/reports. **E**

Walk-test schools to ensure that intrusion alarm system is operating properly. **E**

Represent the department at meetings and community events related to safety, security, and crime prevention. **E**

Assist and cooperate with other law enforcement agencies. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to graduation from high school and five years of recent, full-time or equivalent part-time, paid security experience in an education or security-related agency. Recent higher level education in criminal justice, police science or police academy training may be substituted for the five years of experience requirement. Two years of experience as a lead or supervisor is desirable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license.

Must be qualified to render basic first aid and CPR.

Prior to appointment, applicants will be required to successfully pass a thorough background check, chemical substance and medical testing and psychological testing.

Successfully complete district provided report writing training within one year of employment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, services, and activities of the Police Department.

Duties and responsibilities assigned to Community Services Officers.

Methods and techniques of public relations.

Principles and practices of report preparation.

Principles and practices of supervision, training, and performance evaluation.

Applicable municipal and state codes.
Reading and writing English communication skills.
Court procedures.

ABILITY TO:

Plan, assign, supervise, coordinate and evaluate the workflow of an assigned unit of the Police Department.

Supervise, train and evaluate the work of others.

Make sound, independent judgments and take quick and effective action.

Operate a portable two-way radio.

Assist with preparation of cold property crime cases for complaint and to represent the district in court.

Establish and maintain effective working relationships with pupils, staff, law enforcement agencies, and the public.

Write complete and concise forms/reports.

Communicate effectively, orally and in writing.

Work independently with little direction.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Work may be performed in an indoor or outdoor setting; exposure to dissatisfied or abusive individuals including possible confrontations, fights, and use of weapons; may need to travel to multiple sites to follow-up on cold property crimes and complete forms/reports.

PHYSICAL REQUIREMENTS:

Emotional stability and physical condition necessary to perform the duties of the job class; hearing and speaking to exchange information in person and on the telephone; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to perform duties including driving a vehicle and using standard police equipment; lifting light objects.

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