

## **CULVER CITY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SECURITY SUPERVISOR**

#### **BASIC FUNCTION:**

Under the supervision of the Assistant Superintendent – Business Services, organizes and coordinates work assignments and supervises District security personnel in providing safety, protection and security for the District’s students, staff, and property; performs school safety functions; serves as a relief to security personnel as required; and performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

A Security Supervisor exercises direct and first line responsibility over security personnel, including patrol officers, security officers, and campus supervision aides. The incumbent is expected to work independently with minimal supervision, and exercise good judgment in the application of Federal and State laws, the Education Code, District policies and school regulations. An incumbent applies sound judgment and advice appropriate to providing protection and security to students, District staff and property.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Schedule and assign security officers to shifts; make manpower adjustments to shifts according to officers available and special activities or events needing extra coverage; authorize overtime, with the approval of the Assistant Superintendent – Business Services.

Coordinate crime prevention and protection activities such as a campus lock-down, evacuation or truancy sweep.

Respond to District sites where emergencies are in progress or peace and order may be threatened; assess the situation and deploy additional officers as needed; contact local law enforcement or fire and rescue personnel as needed.

Review security officer reports and daily logs for accuracy and clarity; return logs to the officer for corrections as needed; file reports and logs.

Supervise radio communications and ensure that proper radio procedures are followed.

Respond to calls from the public and District employees on a variety of school safety issues; explain District policies, rules and sections of the Education and Penal codes that apply to school systems.

Investigate and prepare reports on crimes committed on District property such as thefts, burglaries or vandalism.

Meet with District administrators, faculty or other personnel, including representatives of other agencies, to develop strategies and operating procedures for security personnel.

Meet with District administrators, faculty or other personnel, including representatives of other agencies, to formulate plans as well as resolve situations and problems that arise with school safety and emergency preparedness areas of responsibility.

Supervise and evaluate (solicit input from the site administrator or designee) the performance of assigned staff.

Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions of security personnel.

Appear in court and testify as a witness as required.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Security procedures and equipment.

Applicable laws, codes, regulations and objectives.

School and District rules and regulations concerning campus control security and appropriate student behavior.

Principles and practices of supervision and training.

Proficiency of tactical security equipment.

District organization, operations, policies and techniques.

Record keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Principles of good public relations.

Basic first aid and CPR procedures.

**ABILITY TO:**

Prepare work schedules of assigned personnel.

Plan, coordinate, supervise and participate in the safety and security of District personnel, students, facilities and equipment.

Train, supervise and evaluate assigned security staff.

Initiate effective and timely responses to incidents.

Enforce District rules and regulations.

Operate security equipment.

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

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain a positive working relationship with others.

Prioritize, plan and organize work.

Maintain consistent, punctual and regular attendance.

**EMPLOYMENT STANDARDS:**

**EDUCATION:**

High school diploma or equivalent supplemented by college level coursework in law enforcement, security or related field.

**EXPERIENCE:**

Minimum of four years of school security, law enforcement or military supervisor experience. Any other combination of training and/or experience that could likely provide the desired skills, knowledge, abilities and traits may be considered.

**LICENSES AND OTHER REQUIREMENTS:**

A valid, Class C, California driver's license and a good driving record is required and must be maintained during employment.

A valid First Aid and CPR certificate comparable to the American Red Cross standards.

A School Security Certificate (EC 38001.5).

**DESIRABLE:**

A certificate of completion of Police Officer Standards and Training in accordance with Section 832(a) of the Penal Code.

A certificate of completion of Police Officer Standards and Training in accordance with Section 832.2 of the Penal Code.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor.

Seasonal heat and cold or adverse weather conditions.

School facilities and District office to include classrooms, offices, other rooms and grounds.

Security office.

Areas adjacent to school sites.

Community streets and roads.

**PHYSICAL DEMANDS:**

Climbing stairs and ramps.

Running.

Walking or standing for extended periods of time.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read, prepare and proofread documents and perform assigned duties.

Seeing to monitor student activities.

Manual dexterity of hands and fingers to perform duties including driving a vehicle, using standard security equipment, breaking up fights.

Lifting objects weighing up to fifty (50) pounds.

Agility and strength to make apprehensions and to protect self from attack.

**HAZARDS:**

Exposure to verbal abuse and harassment.

Potential physical hazards involved in intervening in anti-social, illegal, and violent behavior.

Possible fights and confrontations.

**AMERICANS WITH DISABILITIES ACT:**

Persons with certain disabilities may be capable of performing the essential duties of the class with or without reasonable accommodation, depending on the nature of the disability. Such determination must be made on an individual case basis by the District's medical examiner taking into consideration the nature of the disability, prosthetic aid and the duties of the position.