

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> School Safety Assistant	
<i>Supervisor:</i> Building Principal/Administrator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 7

Job Summary

The school safety assistant’s primary duty is to monitor and maintain discipline among students in and around the school campus. Ensures and maintains the security and safety of building, staff, students and other personnel. Works directly with administration to effectively respond to emergency and/or high-risk situations. Works directly with students to prevent and/or intervene in potentially violent situations. May also assist in daily minor maintenance of building.

Essential Job Functions

Helps to ensure the safety of students and staff in school-wide emergency and high-risk situations. Helps to ensure evacuation and implementation of proper procedures during all safety drills.

Assess a variety of situations and determines the response necessary to help ensure the safety of students and staff. Intervenes in potentially confrontational or violent situations to prevent escalation and stabilize situations. Intervenes in large-scale disruptions.

Observes student behavior and reports reasonable suspicion of drug/alcohol use and/or possession. Assists administrators in student lockers, vehicles and personal belongings searches.

Assists nursing staff and/or emergency medical personnel with sick and/or injured students and managing emergency situations.

Monitors student behavior inside and outside of the building. Escorts disruptive students from classrooms to the office. Provides student escorts on no-pass days, testing days, etc. When necessary, utilizes approved de-escalation techniques per district training.

Assists in the investigation of district and/or criminal offenses on school property as directed by administrator. Prepares incident reports for school administrators which may be shared with local law enforcement when necessary.

Helps to ensure building security through routine checks of doors and windows, patrolling building perimeter, and checking student hall passes when necessary. Patrols staff and student parking lots. Establishes first contact with unofficial visitors and provides an escort to the office or out of the building. Issues trespass warnings as directed by administration.

Assists in supervision of the intervention room. Assists with bus loading and unloading at the beginning and end of the school day. Provides supervision in classrooms and lunchroom, when needed. Supervises student community service, as required by administration, on school grounds. Coordinates and supervises student clean-up of building after lunch. Supervises non-student, non-staff personnel on campus during and after school hours.

Reports any safety violations or vandalism that need correction (i.e.: slick sidewalks, broken

windows, etc.) to building administration for work orders or other corrective action.

Assists administration with emergency procedures to include: ensuring that all classrooms have up to date information; and instructing new personnel in what to do during emergency situations.

Assists police and fire department as needed during emergencies.

Identifies, documents and assists with cleanup and repair of vandalism. Assists day custodian with minor building maintenance and repair. Moves heavy equipment and supplies when necessary. Assists with snow removal. Assists with cleanups of halls, parking lots, cafeteria and restrooms.

Non-Essential Job Functions

May be assigned leadership roles in the School Crisis Incident Command Structure.

May be asked to provide student supervision outside normal workday.

Performs other job-related duties as assigned.

Equipment Used

Two-way radios, hand-held electronic communication devices, camera, and personal computer. May also be required to use basic hand tools, snow-blower and snow-removal tractor.

Independent Decisions

Assess a variety of situations and make appropriate decisions to ensure the safety of students and staff.

Primary Working Contacts

Building administration, school safety officer, building staff; students and the public.

Responsibility for Cash, Equipment, Safety

Assists in the supervision and handling of cash and supervises concessions and/or student sales both during school and at extra-curricular events. Will be responsible for handling a variety of equipment and for school safety.

Supervision Received and Exercised

None given; receives supervision by the building administration.

Unusual Working Conditions

Exposure to emergency/high-risk events. Approximately 95% of normal workday will require constant movement and being on one's feet. Exposure to extreme cold weather conditions.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving

or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.
2. Five (5) years solid work experience demonstrating reliability, ability to follow directions, work independently and exercise good judgment.
3. Good communication skills.
4. Basic mathematic/English skills.
5. Knowledge of de-escalation strategies.
6. Ability to effectively handle stress, to defuse confrontations, and to proceed with authority and without supervision.
7. Ability to effectively communicate with adults and students and obtain cooperation.
8. Proven ability to work effectively on a team.
9. Must be able to work independently with little supervision.
10. Ability to deal courteously, firmly, and tactfully with students.
11. The ability to intervene in violent situations in an appropriate manner.
12. First Aid/CPR certification within six (6) months of employment.
13. District approved de-escalation and intervention technique certification within six (6) months of employment.

The following are preferred:

1. De-escalation training.
2. Experience monitoring/supervising secondary students.
3. Working knowledge of school district disciplinary and student conduct related policies.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

It is a condition of employment that the selected applicant become a member of the Education Support Staff Association (ESSA), or pay a professional service fee.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.