

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

STUDENT SAFETY SPECIALIST

DEFINITION:

Under the direction of the Principal, monitor and patrol assigned school parking lots; ensure student and visitor compliance with school and organizational parking rules and procedures; perform parking lot safety and enforcement functions; assist with safety preventative measures including conducting District-wide fire riser inspections and testing; ensure compliance with safety and fire regulations, laws and codes; plan and conduct CPR/AED and First Aid training for District employees as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitor and patrol assigned parking lot areas; ensure non-students on campus are authorized visitors.
- Enforce school and organizational rules, regulations and procedures; investigate and report unusual, suspicious or criminal activities; write student referrals and parking violations as necessary.
- Maintain assigned campus parking lots area in a safe and orderly condition; report hazardous or dangerous situations on school property.
- Prepare and maintain logs and reports related to security of District parking areas, daily activities, events and incidents; provide documentation related to illegal activity to District administrators and police as requested.
- Establish rapport with staff, students, parents and community.
- Assist with safety preventative measures including conducting District-wide fire riser inspections and testing; ensure compliance with safety and fire regulations, laws and codes.
- Conduct risk management self-evaluation reports as directed.
- Assist with campus camera/video monitoring system operations and viewing video footage.
- Plan and conduct CPR/AED and First Aid training for District employees as assigned; administer emergency first aid and CPR as necessary; arrange for emergency medical services as needed.
- Communicate with other campus security and staff, administrators, parents, students, police and fire departments, and others to exchange information and resolve issues and concerns.
- Operate a computer and assigned software.
- Operate and respond to calls on two-way radio; drive a vehicle to conduct work.
- Attend meeting and trainings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

Licenses and other Requirements:

- Valid Utah State Class D Driver's License.
- Criminal Justice Fingerprint/Background Clearance.

Knowledge of:

- Basic methods of individual and group supervision.
- Methods and practices of effective safety and security techniques.
- Vehicle operations and safe driving practices.
- Operate a computer and assigned software.
- Operate and respond to calls on two-way radio.

- Mediation or conflict resolution.
- Oral and written communication skills.
- Health and safety regulations.
- CPR/AED/First Aid techniques.
- Principles of training.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Patrol and supervise campus parking lot areas to ensure the well-being and safety of students, staff and visitors.
- Ensure student compliance with school and organizational policies and regulations.
- Investigate occurrences of vehicle damage and suspicious or criminal activity.
- Learn applicable sections of the State Penal Code, State Education Code, Motor Vehicle Code,
- Interpret, apply and explain laws, rules and regulations.
- Learn organizational operations, policies and objectives.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Determine appropriate action within clearly defined guidelines.
- Communicate effectively both orally and in writing.
- Maintain records and prepare reports.
- Observe health and safety regulations.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing and walking for extended periods of time.
- Seeing to monitor student activities.
- Hearing and speaking to exchange information.
- Dexterity of fingers and hands to operate assigned equipment.

Hazards:

- Traffic hazards.
- Contact with dissatisfied or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

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