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[www.cityhigh.org](http://www.cityhigh.org)

## Job Description

Job Title	Assistant School Safety Manager
<b>Position Summary</b>	Assist the School Safety Coordinator/Manager and Administration (Admin) in leading the school in developing and implementing procedures and a comprehensive school safety program that assures the safety and security of City Charter High School. A highlight of responsibilities, including: model school safety practices. Assist in supervising 2 school safety officers. Patrol and secure school floors and be present during arrival and dismissal. Assist in advising the Admin team on school safety and security issues. Work collaboratively with the Admin team. Monitor lunchroom during student lunch periods. Respond to emergencies. Maintain order during conflicts and work to de-escalate such incidents. Work with students on peaceful resolution of conflicts.
<b>Qualifications</b>	High School Diploma; 3-5 years of experience in security field; Prior experience working in a school environment preferred. CPR / First Aide / AED Certification; School Resource Officer (SRO) Basic Certification. Restorative practices/justice training a plus.
<b>Essential Job Functions</b>	See below.
<b>Reports to</b>	CEO/Principal
<b>Salary Range</b>	\$35,000 to \$45,000 (negotiable based on experience) plus a generous benefits package including health insurance, paid time off, an attendance monetary incentive, a 401k retirement program (with matching contributions) and a 4-day school schedule that includes most Mondays off.

### Essential Functions:

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Duties include but are not limited to:

1. Leadership
  - a. Assist the School Safety Coordinator/Manager in providing leadership and supervision within the City High Safety team and school-wide.
  - b. Work collaboratively with school Administration in helping to proactively assure the safety of the school.
  - c. Be knowledgeable of City High's Security/School Safety Standard Operating Procedures and follow them.
  - d. Assist in investigations into possible violations of school policies.
  - e. Complete reports by recording observations, information and occurrences when necessary for disciplinary actions regarding students.
  - f. Assist with preparing incident reports, testing of controlled substances and vape pens; assist with incidents resulting in expulsion hearings.
  - g. Be knowledgeable of City High's All Hazards Plan and follow its procedures and protocols.
  - h. Serve in absence of the School Safety Coordinator/Manager when they are out of the office.
2. Security Process and Procedures

- a. Monitor security camera and door access system.
- b. Patrol and secure school floors and be present during arrival and dismissal.
- c. Provide monitoring coverage of the lunchroom during student lunch periods.
- d. Respond to all emergencies.
- e. Maintain order during conflicts and Incidents.
- f. Work with students on peaceful resolution of conflicts.
- g. Assist with student and locker searches.
- h. Witness testing of potential drugs to protect due process rights.
- i. Assist during fire drills.
- j. Procure students as needed for administration, counseling staff, teachers and parents.
- k. Examine, process and permit visitor access to school building.
- l. Assist with securing belongings for students who receive early dismissals or are dismissed early for disciplinary reasons.

3. Collaboration

- a. As noted above, work closely with Admin to proactively and responsively maintain a safe and secure school environment.
- b. As noted above, form and maintain interagency contacts/relationships that strengthen City High's safety.
- c. Serve as an active member of various committees/teams such as the School Safety Committee, Threat Assessment team, and Wellness Committee.

**Skills and Qualifications:**

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A high school diploma or its equivalent and 3-5 years of experience in the Security field or a similar role. Strong leadership skills and ability to proactively and responsively address issues that maintain a safe environment. Outstanding observation and reporting skills. Must have good communication and public relation skills. Trustworthy with the ability to keep any information or incident involving the school or a student confidential. Prior Restorative Practices/Justice training a plus. CPR / First Aide / AED Certification and SRO Basic Certification are required in the role.