

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SCHOOL SAFETY SPECIALIST

BASIC FUNCTION:

Under the direction of the assigned administrator, the School Safety Specialist monitors school buildings and campus grounds to maintain order and security. Responsibilities include monitoring and interacting with students during break periods and transportation activities, assisting with de-escalation of behaviors, and overseeing security measures such as surveillance systems and canine searches.

ESSENTIAL / REPRESENTATIVE DUTIES:

- Monitor school buildings, grounds, and parking areas to maintain order and prevent illegal acts or campus disorders.
- Observe student movement between classrooms and facilities.
- Support school and site staff in implementing and maintaining safety procedures across classrooms, transportation, recreational activities, and Community-Based Instruction (CBI) programs.
- Implement schoolwide behavior systems and Nonviolent Crisis Prevention Intervention (NCPI) strategies.
- Assist in communication between administration, students, staff, and/or law enforcement to help maintain a safe and secure school environment.
- Identify and address student rule violations; escort students to appropriate personnel and locations as needed.
- Respond to classroom requests for assistance; mediate conflicts and de-escalate potential violence.
- Monitor student behavior during bus loading/unloading; ensure compliance with dress code and safety rules.
- Operate two-way radios to communicate with school personnel and use handheld metal detectors (wands) to support safety protocols.
- Prepare incident and discipline-related reports.
- Assist with clerical duties to support daily school operations, including front office reception, student recordkeeping, communication, data entry, supply management, and general administrative assistance to staff and administrators.
- Participate in monthly safety/behavior meetings, staff meetings and professional development.
- Direct campus visitors and perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Schoolwide behavior systems and NCPI, including de-escalation and restraint procedures.

- Basic security practices for property and individuals.
- Group supervision and juvenile behavior management.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.
- Record-keeping techniques.

ABILITY TO:

- Observe and monitor campus to ensure safety and compliance.
- Apply school, district, and Education Code policies.
- Use NCPI strategies and approved restraint procedures.
- Interpret and explain rules and procedures.
- Maintain composure and sound judgment in high-stress situations.
- Build effective relationships with students, staff, and law enforcement.
- Accurately assess situations and determine appropriate actions.
- Maintain records and operate communication equipment.
- Support restorative practices and behavior interventions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school AND one year of experience working with youth in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency.

Complete and maintain

NCPI Blue Card Certification (eligible to take the course) is required for this position. Candidates must possess, or be able to obtain, this certification to ensure preparedness for crisis intervention and effective response in a range of situations.

PHYSICAL AND MENTAL DEMANDS:

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

Physical Demands

While performing the duties of this position, employees are regularly required to engage in a range of physical activities including bending, stooping, squatting, twisting, kneeling, climbing stairs, walking/running, sitting, and reaching to access materials or equipment. They must also be able to lift, push, and pull up to 50 pounds from various heights including ground, waist, chest, shoulder, and above shoulder level. The role may occasionally require movement across uneven surfaces and demands endurance for extended periods of standing, walking, or running. Employees must have the dexterity to

grasp and manipulate small objects, the mobility to perform physical tasks, and the vision (corrected if necessary) to read small print and electronic materials. Effective communication skills are essential, including the ability to speak and hear clearly in person, over the phone, and via email. Additionally, employees must be capable of operating all required equipment necessary to perform their job functions.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

Work Environment

The work environment for this position is dynamic and fast-paced, often requiring employees to move across various areas of an outdoor and indoor school campus setting. Employees may be exposed to adverse weather conditions. The role may involve evening and weekend hours to support or attend events. Additionally, employees may encounter individuals who are hostile, disorderly, or physically aggressive, and must be prepared to manage potential confrontations in a calm and professional manner. These conditions reflect the typical demands and challenges associated with performing the essential functions of this role.

Hazard

Exposure to community members, students, parents, and personnel who may become disorderly.

SUPERINTENDENT POLICY NO. 4030

VCOE shall not unlawfully discriminate against or tolerate the harassment of employees or job applicants on the basis of their sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, pregnancy, physical or mental disability, medical condition, Vietnam era veteran status, or actual or perceived sexual orientation. Equal employment opportunity shall be provided to all employees and applicants. Physically or mentally disabled employees or applicants may request reasonable accommodation. All employees are expected to carry out their responsibilities in a manner that is free from discriminatory statements or conduct. Employees who permit or engage in discrimination or harassment may be subject to disciplinary action up to and including dismissal.