

# **SCHOOL SAFETY ASSISTANT**

## **Division of School Safety and Security**

**PURPOSE:** Under the direction of the Division Director, Safety Supervisor, Principal and/or designee(s), School Safety Assistants create and maintain a safe and secure school environment conducive to learning.

### **ESSENTIAL FUNCTIONS:**

- Conducts investigations and produces written reports/referrals regarding school incidents.
- Maintains constant contact and interaction with teachers, students, administrators and law enforcement and safety supervisors.
- Responds to emergencies (i.e. fire alarm, bomb threat, chemical spills, etc.).
- Renders basic first aid.
- Assists in crowd control and general maintenance of order.
- Assists in reducing truancy and loitering in and about the schools.
- Controls volatile situations including fights and confrontations.
- Fosters a trusting, nurturing and learning environment in the schools.
- Maintains a written log of daily activities.
- Enforces school rules and board policies.
- Performs other duties as assigned.

**Conditions of Employment:** These are school-year only, 10-month positions. School Safety Assistants must be available to work anytime between the hours of 7:00 a.m. and 5:00 p.m.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

### **MINIMUM REQUIREMENTS:**

1. At least 21 years of age.
2. Valid driver's license, satisfactory driving record, and availability of a properly insured vehicle at the time of appointment and throughout employment (car allowance provided). *Driver's license number must be included on the application. Driving records will be checked.*
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

### **DESIRABLE QUALIFICATIONS:**

- Experience in security and/or law enforcement.
- Experience organizing and/or supervising youth activities (coaching, tutoring, mentoring, etc.).

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Ability to control hostile situations including fights and confrontations
- Ability to exercise sound judgment
- Ability to stand and walk for long periods of time
- Ability to work outdoors in inclement weather
- Written communication skills
- Oral communication skills
- Interpersonal skills
- Assertiveness skills
- Investigative skills
- Good attendance record (attendance records will be checked)

**THE CURRENT PAY RANGE IS:** \$14.84 to \$17.87 per hour for the 10-month school year. There may be opportunities for overtime work. This position also provides excellent fringe benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance test; or other assessment methods. The Department of

*School Safety Assistant*

Employee Relations and the hiring department reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **March 23, 2012**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the city have been met. Qualified applicants will be notified by mail of the date, time, and place of the examination.

**APPLICATIONS** and further information may be obtained from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs) or in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, 200 East Wells Street, Milwaukee, WI 53202-3554, by calling 414-286-3751.

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