

# SCHOOL SAFETY SUPERVISOR

**PURPOSE:** Working under the direction of the Director of School Safety and Security, the School Safety Supervisor assists in the oversight of the Milwaukee Public Schools' safety program.

## ESSENTIAL FUNCTIONS:

- ◆ Train and supervise School Safety Assistants, including coaching and counseling, evaluating performance, investigating breaches of conduct, and initiating disciplinary action.
- ◆ Advise principals on security matters related to campus and the immediate community.
- ◆ Assist law enforcement agencies in school-related investigations.
- ◆ Provide on-site supervision during crisis periods and drug and weapon scans.
- ◆ Initiate programs designed to protect students, staff and school property.
- ◆ Investigate complaints that originate on school campuses and in the immediate community.
- ◆ Maintain a file containing contact records, documentation of observations and a daily log.
- ◆ Interpret and enforce policies and procedures.
- ◆ Perform other duties as assigned.

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

**NOTE: This is a ten (10) month, school year only position.**

## MINIMUM REQUIREMENTS:

1. Three years of recent experience (within the last five years) working **exclusively in a safety/security capacity** in a **school** setting.
2. Valid Driver's license and availability of a properly licensed and insured vehicle at time of appointment and throughout employment.
3. Residency in the City of Milwaukee within 6 months of appointment and throughout employment..

## DESIRABLE QUALIFICATIONS:

- ◆ Associate's Degree in Police Science, Law Enforcement, General Education, or a related field

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Effective written and oral communication skills.

Ability to analyze and summarize information.

Ability to work as a team member.

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Ability to provide leadership and supervise others.

Knowledge of the principles of school safety and security.

Ability to exercise self control in difficult situations.

Ability to interact effectively with others

Ability to resolve conflicts

**THE CURRENT SALARY RANGE IS:** \$34,079 to \$47,717 for ten (10) months.