

## **MOSAICS Public School Safety Assistant Job Description**

Come work for one of the top workplaces in the Treasure Valley (as seen in the Idaho Press). MOSAICS Public School is looking for talented individuals with the skills, passion and commitment to help us build our STEAM school from the ground level. The ideal candidate will have experience with elementary age children and a desire to drive our culture.

**Job Title: School Safety Assistant**

**Reports to: Principal**

**JOB SUMMARY:** The school safety assistant's primary duty is to monitor and maintain discipline among students in and around the school campus.

Ensures and maintains the security and safety of building, staff, students and other personnel. Works directly with administration to effectively respond to emergency and/or high-risk situations. Works directly with students to prevent and/or intervene in potentially violent situation. May also assist in daily minor support of instruction in classrooms..

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Helps to ensure the safety of students and staff in school-wide emergency and high-risk situations. Helps to ensure evacuation and implementation of proper procedures during all safety drills. May be assigned leadership roles in the School Crisis Incident Command Structure.
- Assess a variety of situations and determine the response necessary to help ensure the safety of students and staff. Intervenes in potentially confrontational or violent situations to prevent escalation and stabilize situation. Intervenes in large-scale disruptions.
- Observes student behavior and reports reasonable suspicion of drug/alcohol use and/or possession. Assists administrators in student lockers and personal belongings searches.
- Assists office staff with sick and/or injured students and managing emergency situations.
- Monitors student behavior inside and outside of the building. Escorts disruptive students from classrooms to the office. Provides student escorts on no-pass days, testing days, etc. When necessary, utilizes approved deescalation techniques per school training.
- Assists in the investigation of school and/or criminal offenses on school property as directed by administrator. Prepares incident reports for school administrators which may be shared with local law enforcement when necessary.
- Helps to ensure building security through routine checks of doors and windows, patrolling building perimeter, and checking student hall passes when necessary. Establishes first contact with unofficial visitors and provide an escort to the office or out of the building. Issues trespass warnings as directed by administration.
- Assists in supervision of the Intervention Room. Assists with bus loading and unloading at beginning and end of school day. Provides supervision in classrooms and lunchroom, when needed. Supervises student community service, as required by administration, on school grounds. Coordinates and supervises student clean-up of building after lunch. Supervises non-student, non-

staff personnel on campus during and after school hours. May be asked to provide student supervision outside normal workday.

- Reports any safety violations or vandalism that need correction (i.e.: slick sidewalks, broken windows, etc.) to building administration for work orders or other corrective action.
- Assists administration with emergency procedures to include: ensures that all classrooms have up to date information in those areas; and instructs new personnel in what to do during these actions.
- Assists police and fire department as needed during emergencies.
- Identifies, documents and assists with cleanup and repair of vandalism.
- Performs other duties as assigned.

### **EDUCATION AND/OR EXPERIENCE:**

- High School Diploma or equivalent. De-escalation training preferred.
- Five (5) years solid work experience demonstrating reliability, ability to follow directions, work independently and exercise good judgment.
- Experience monitoring/supervising students preferred.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Good communication skills.
- Basic mathematic/English skills.
- Knowledge of de-escalation strategies.
- Working knowledge of school disciplinary and student conduct related policies preferred.
- Ability to effectively handle stress, to defuse confrontations, and to proceed with authority and without supervision.
- Ability to effectively communicate with adults and students and obtain cooperation.
- Proven ability to work effectively on a team.
- Must be able to work independently with little supervision.
- Ability to deal courteously, firmly, and tactfully with students.
- The ability to intervene in violent situations in an appropriate manner.
- First Aid/CPR certification within 6 months of employment.
- School approved de-escalation and intervention technique certification within 6 months of employment.

### **Salary:**

- \$17.25-\$23.50/hr depending on qualifications and experience, state retirement benefits (PERSI), medical and dental benefits
- 37.5-40 hrs/wk (depending on the need for after school supervision for student discipline)

### **ADDITIONAL INFORMATION**

- Equipment Used - Two-way radios, hand-held electronic communication devices, camera, and personal computer.
- Independent Decisions - Assess a variety of situations and make appropriate decisions to ensure the safety of students and staff.
- Primary Working Contacts - Building administration, school staff, students and the public.
- Supervision Received and Exercised - Receives supervision by the building administration.
- Unusual Working Conditions - Exposure to emergency/high-risk events. Approximately 95% of normal workday will require constant movement and being on one's feet. Exposure to extreme cold weather conditions.
- Evaluation - Annual written evaluation.

Applications are available at [www.mosaicsps.org/employment](http://www.mosaicsps.org/employment). Please send your completed application, cover letter, and resume to the email address listed on the application.

### **Equal Opportunity Employer**

MOSAICS Public School is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.