

ALPINE COUNTY UNIFIED SCHOOL DISTRICT
**SCHOOL SAFETY AND
STUDENT SERVICES COORDINATOR-CONFIDENTIAL**

REPORTS TO: PRINCIPAL / DIRECTOR OF STUDENT SERVICES

SUPERVISES: No supervisory responsibilities

DEFINITION:

Under the direction of the Principal, shall act as School Safety and Student Services Coordinator to relieve the Principal of complex routine administrative technical duties and clerical duties relating to district, county, state, and federal student attendance requirements and reports; act as assistant as necessary; act as back-up if needed for management of the school office; function as School Safety Coordinator for all students and staff in the district; assist with planning, coordinating of student activities with staff and community; assist counselor in advisory projects, groups, peer mediation program and conflict resolution processes; and do other work as required.

QUALIFICATIONS:

Required:

1. Graduate of high school or its equivalent.
2. Course work or office experience in accounting, record keeping, office management, or administration desirable in public education.
3. Three to five years of progressively responsible administrative assistant experience and working with children.
4. The ability to effectively communicate in both the school and community settings required.

Desired:

1. An AA or Bachelors of Arts/Science Degree preferred with experience in supervision of student programs.

KNOWLEDGE AND ABILITY:

1. Knowledge of school programs and child recreation.
2. Knowledge of techniques of student motivation and peer mediation curriculum.
3. Knowledge of state requirements related to duties.
4. Knowledge of basic operation of computers including the Microsoft Word Programs including outlook calendars and basic office methods, practices and procedures.
5. Knowledge of standard English usage, spelling, grammar, punctuation, and arithmetic.
6. Knowledge of proper telephone etiquette.
7. Knowledge of first aid procedures.
8. Knowledge of basic operations, policies, rules and regulations of the District.
9. Knowledge of drug and alcohol use prevention and intervention techniques, resources and programs.
10. Knowledge of district safety rules, regulations and policies.
11. Knowledge of county, state and federal Safe School laws, policies and procedures.
12. Knowledge of safe work practices for both adults and children.
13. Ability to deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, tact, and firmness with children, adolescents, staff and the public.
14. Ability to work in an instructional and recreational environment.

15. Ability to plan, coordinate, and oversee school extra curricular programs for moderate physical activity.
16. Ability to plan, organize, and prioritize work to meet deadlines.
17. Ability to be flexible and receptive to change.
18. Ability to communicate clearly and concisely both orally and in written form and compose correspondence independently.
19. Ability to establish and maintain cooperative working relationships with county, district, and site personnel, business and vendor representatives and others contacted in the course of work.
20. Ability to learn, interpret, and apply the District's rules, regulations, policies, laws and applicable sections of Education Code.
21. Ability to complete applicable Red Cross and other courses as needed.

ESSENTIAL DUTIES/TASKS:

School Safety:

1. Assist with staff supervision of playgrounds and assist with student discipline.
2. Function as School Safety Coordinator for school drills, safety manuals, ordering supplies, evacuation maps, incident plans, emergency forms, and walkie talkie distribution for the district.
3. Update and maintain Comprehensive School Safety Plans for district schools meeting annual deadlines.
4. Monitor cameras for safety purposes.
5. Coordinate safety plan with facilities plan

Student Services and Activities:

1. Works with principal, teachers, classified staff, parents, and district/county agencies to plan and coordinate student activities such as Block DV and the 8th grade promotion program.
2. Act as student leadership advisor for student council and other leadership groups and their related activities including student activity preparation and facilitation, maintaining bank accounts, service learning projects and community service coordination and facilitation.
3. Student award and incentive functions.
4. Coordinate staff and volunteers to plan and facilitate school events and activities.
5. Plan, organize and facilitate school fundraisers.
6. Prepare and distribute cash boxes, receive, count and deposit fundraiser money and process purchase orders relating to school fundraisers.
7. Assist students in planning and production of school television broadcasts (DVTV).
8. Under the direction of a counselor, support student advisory groups.

Other School Functions:

1. Maintain confidentiality.
2. Promote collaboration with parents and community.
3. Interpret policies, rules, and programs for the general public, students, and staff.
4. Attend necessary training to increase professional knowledge.

NON ESSENTIAL DUTIES/TASKS:

1. Render first aid as needed by students and staff.
2. Be accountable for facilities and equipment.
3. May assist with preparing and update of schedules, materials lists, handbooks, newsletters/flyers.
4. Supervise student volunteers supporting Administrative Assistant with school office functions and student discipline support if time allows.

ENVIRONMENT/WORK CONDITIONS:

- **Location:** Work is performed in a climate-controlled office setting.
- **Hazards:** None noted.
- **Equipment Used:** Personal computer, printer, typewriter, copier, telephone, fax, other general office equipment.

ESSENTIAL FUNCTIONS:

(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)

PHYSICAL

- **Standing/Walking:** Occasionally; short distances in office areas while distributing messages, filing.
- **Sitting:** Frequently/constantly; at desk or computer while entering data, typing, completing paperwork.
- **Lift/Carry:** Occasionally, up to 5-10 lbs.; paperwork, files, office supplies. Seldom boxes of paperwork and files up to 30 lbs.
- **Push/Pull:** Occasionally, exerting up to 6-14 lbs. force; opening doors, file drawers, pushing files.
- **Bending/Twisting:** Occasionally; at waist/knees to and from seated position or to reach lower file drawers.
- **Kneeling/Crouching:** Occasionally; to reach lower file drawers.
- **Hands/Arms:** Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, typing, filing, answering phones.
- **Sight:** Constantly; in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment.
- **Speech/Hearing:** Constant use of speech/hearing in communicating with coworkers, supervisors, students, and answering phones.

MENTAL

- Frequent mental alertness, attention to detail, and accuracy required in composing, typing, and proofreading documents, performing data entry, and maintaining a safe work environment.
- Must be able to follow oral and written instructions, follow through on all assignments, and solve questions and problems using established procedures.
- Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines.
- Must be able to read/write/speak English; possess basic mathematical skills, and knowledge of grammar, spelling, and punctuation.

Adopted: 05/12/05

Revision: 06/22/06, 07/27/06, 03/08/11, 08/14/12, 06/18/13