



Job Title: School Safety Officer
Department: Campus Police
Reports To: Sergeant of School Safety and Security
Grade: TS-11
Number of Days: 12 Months
Current Date: April 30, 2019
Overtime Status: Non-Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: As a campus police member serving as a key member of the school's staff, the School Safety Officer promotes a safe and orderly school environment protecting the welfare of students and staff. The School Safety Officer develops relationships with staff, administrators, and students to build a sense of awareness and security within the school community. The School Safety Officer also proactively interacts with students and administration with the aim of preventing safety issues and provides guidance in helping students make good decisions. In addition, the School Safety Officer secures buildings and property, investigates disturbances, maintains order during the school day and during special events and assists the school leaders in building a school climate that is safe, supportive, and joyful along with a culture of care and respect both from adults to students and students to adults. In emergency situations the School

Safety Officer responds to the scene, provides first aid, and alerts additional police or emergency personnel as appropriate.

Minimum Qualifications:

- Must possess a valid, current CLEET peace officer certification, including annual firearms recertification, and must maintain certification throughout employment
- Must meet all employment standards to be eligible for employment as an Oklahoma CLEET certified peace officer set forth in state law, including but not limited to:
 - Must be at least 21 years of age and must be able to provide proof of U.S. Citizenship or resident alien status
 - Must have graduated from high school or GED equivalency
 - Must pass a background investigation pursuant to the requirements of applicable state law.
 - No felony convictions
 - No domestic violence related convictions or convictions for crimes of moral turpitude
 - Must not be participating in a deferred sentence agreement for a felony, a crime involving moral turpitude, or a crime of domestic violence. Must not have any criminal charges pending in any court in this state, another state, in tribal court, or pursuant to the United States Code
- Evidence of successful completion of community police training or school-based community police training, with a focus on restorative justice practice experience preferred
- Demonstrated success in collaborating with community stakeholders in safety or related contexts.
- Possess a valid Oklahoma driver's license and have an acceptable driving record
- Must not be a current user of illegal controlled substances or of any substance that would cause an inability or an impaired ability to safely perform the essential functions of the position
- Pass pre-employment drug screen and background check
- Must be flexible and available to work any/rotating shift (nights, weekends and holidays), including overtime as needed
- Basic or advanced school policing certification/training preferred

Physical Requirements

- Must possess the physical strength and stamina necessary to chase and subdue fleeing persons and rescue victims. This includes being able to run long distances, jump, crawl (to function in confined spaces), climb, lift, drag and pull at least 165 pounds
- To establish fitness for duty, must successfully pass a physical ability/job task simulation test selected by campus police leadership prior to hire and regularly thereafter as required. An example of the simulation test that may be selected by the District includes the 2003 Physical Agility Test, as amended (a test that has been used by the Tulsa Police Department).
- Must be able to stand, stoop, sit and walk. Must be able to stand for long periods of time and walk much of the day while patrolling and interacting with students and staff on school property
- Must be able to occasionally lift light and heavy objects, use tools and equipment requiring a high degree of dexterity, operate firearms and utilize the appropriate physical dexterity and force to apprehend suspects

- Capable of operating and maintaining a squad vehicle and related tools and equipment
- Must possess the visual acuity necessary to observe surroundings, identify persons, detect danger, read licenses and tags and possess the aural acuity to understand conversations in quiet and noisy environments, understand radio transmissions, distinguish between car backfires and gunshots and determine the location of persons in distress

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Build positive relationships with staff and students by being engaged and embedded in the school community to help students succeed
- Implement de-escalation and restorative justice practices as described by the department and district leadership
- Work collaboratively with and provide leadership and support regarding matters of school safety to school leaders, students, and families of students; as well as with other school staff, operations teams, officers, supervisors, and guests
- Maintain effective working relationships with other school and department staff
- Maintain contact and preserve good relations with the public, courteously responding to requests and inquiries
- Consistently demonstrate behavior and approach to work that reflects the values and mission of the department and the school district to help students succeed
- Enforce applicable state, local, federal laws and campus policies
- Conduct foot and mobile patrols of the campus, facilities and vicinity; respond to reports of criminal activity and accidents; write comprehensive reports in a concise manner and submit them in a timely fashion; secure information from witnesses, victims, and suspects
- Provide emergency assistance during natural or manmade emergencies, fires, accidents, and personal injuries
- Respond to all intrusion alarms, open doors for access for vendors/contractors, secure buildings, and arrest criminal violators as necessary
- Via handheld radio, coordinate field activity with dispatchers and other officers; and effectively receive and respond to information from such sources via handheld radio
- Administer first aid
- Provide oversight of the Campus Security Officer as a team lead
- Efficiently manage productive squad meetings that cascade department leadership vision, and fosters problem-solving resolutions for best services to the schools
- Communicate clearly and concisely, both orally and in writing
- Attend departmental training and maintain accurate activity log; satisfactorily complete all assigned in-service training programs
- Prepare and timely submit clear and concise reports and routine correspondence
- Meet and maintain all standards and requirements for physical agility, strength and conditioning, and firearms, as required by department leadership to safely and accurately perform assigned duties
- Meet and maintain required peace officer employment standards
- Meet and maintain firearms annual requalifications standards as established by CLEET and/or the department
- Other duties as assigned by Chief of Police, supervisor and other department leadership.

Skills and Abilities Required: The following abilities and skills are required for the successful performance of assigned duties.

- Skilled in effectively build community and positive relationships with students and staff through interaction, communication, encouragement, coaching, mentoring, and support

- Commitment to build knowledge and experience in effective collaboration with school leaders
- Have understanding of, and ability to interpret, apply, enforce, and make decisions in accordance with applicable federal, state, local laws, Board policy and best practices, including school law, criminal law, and school safety best practices
- Skilled in defusing and de-escalating situations where necessary and respond appropriately when force is needed
- Ability to analyze and respond to school safety situations (with or without support from the school team) and employ restorative practices and alternatives to arrests and restraints
- Ability to control violent individuals and affect arrests as appropriate
- Ability to think logically and act quickly, often under tense, uncertain or emergency situations, and render sound decisions in accordance with applicable laws, rules, regulations, and policies
- Ability to relate to and effectively communicate with diverse student and community groups, as well as school leaders
- Skilled in the effective use of (and maintain proficiency in) law enforcement tools and weapons, to include: firearms, OC spray, defensive tactics, and other safety equipment
- Ability to operate specialized law enforcement equipment, to include police vehicles, radios, and video systems
- Skilled at conducting a variety of criminal and specialized investigations
- Ability to gather, assemble, analyze, evaluate, and use facts and evidence
- Skilled at effectively interviewing victims, complainants, witnesses, and suspects
- Ability to accurately observe and remember names, faces, numbers, incidents, and places
- Ability to collaborate with school leadership and other departments to provide supports for wrap-around services that serve students, families, and teachers
- Ability to work independently in the absence of supervision
- Skilled in understanding and carrying out oral and written directions
- Exemplify and model the values of the Tulsa Public Schools Destination Excellence: Equity, Character, Excellence, Team, Joy
- Prior experience in leadership is preferred
- Bilingual English-Spanish skills is preferred

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Work within in a school environment with a diverse population
- Extensive interactions with juveniles enrolled in the district
- Extensive interactions with members of the public, including families and other patrons
- Interaction with other agencies in a multijurisdictional environment
- Interactions with and work involving students with special needs in a variety of situations
- Shift work with fluctuating schedule as necessary to meet the needs of the department and the district
- May be required to be in an "on call" status
- Work within an office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Work at special events and meetings outside of regular work hours
- Work in indoor and outdoor venues, including school stadiums, gyms and auditoriums
- Work within, and as appropriate outside of, school and district property

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.