

SCHOOL SAFETY ASSISTANT

Division of School Safety and Security

NOTE: These are school-year only, 10-month positions. School Safety Assistants must be available to work anytime between the hours of 6:00 a.m. and 5:00 p.m.

THE PURPOSE: Under the direction of the Division Director, Safety Supervisor, principal 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.
- 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.
- 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.
- Carry out other job-related responsibilities as assigned.

MINIMUM REQUIREMENTS

1. At least 21 years of age.
2. Valid driver's license at time of appointment (and throughout employment) and availability of a properly insured personal automobile for use on the job (car allowance provided).
3. City of Milwaukee residency at time of application and throughout employment.

PREFERRED 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 REQUIRED

- Ability to control hostile situations including fights and confrontations
- 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: \$13.68 to \$16.47 per hour for the 10-month school year (rate subject to change based on the outcome of current contract negotiations). There may be opportunities for overtime work. This position also offers a generous benefit package, including health insurance.