



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Student Safety Specialist**
 Job Family: **Instructional Support**
 Prepared/Revised Date: **December 1, 2022**

FLSA Status: **Non-Exempt**
 Pay Range: **PT20H**
 Job Code: **41420**

SUMMARY: Responsible for providing support and assistance to educators and site-based student safety teams with implementing safety and/or behavior plans to support individual student needs so that they may fully participate in class and school activities. De-escalate and manage students with threatening behavior and assist students with pro-social, personal care, and self-awareness skills. Monitor students at school including at bus stops, hallways, restrooms, lunchrooms, and extracurricular activities. This Student Safety Specialist is RBT certified.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Frequency of duties, percent of time and work year may vary based on department or building assignment.***

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Provide site-based safety teams with implementation and support of safety and/or behavior plans to manage individual students with 1:1 intervention. Teach and coach pro-social and safe behaviors as determined by student's Response, Management, and Support Safety Plan (RMSP), Behavior Support/Intervention Plan (BIP), Individual Education Plan (IEP), Informed Supervision Plan or Individual Management and Support Plan (IMSP), and/or 504 Plan. De-escalate emotionally dysregulated students exhibiting threatening behavior towards themselves or others. Supervise behavior at school including bus stops, hallways, restrooms, recess, time-outs, lunchrooms, field trips, and extracurricular activities, etc. and intervene as necessary.	D	70%
2. Assist site-based safety team with developing and reviewing student's Functional Behavior Assessment (FBA), BIP, IEP, IMSP, 504, or RMSP by collecting, recording, and summarizing data on observable student behavior by employing the safety rating scale.	D	10%
3. Communicate with site-based student safety teams and district student safety staff regarding individual student needs, progress, or concerns. Collaborate with school teams and attend behavior support meetings as necessary. Provide coaching and training to other paraprofessionals as needed.	D	6%
4. Assist administrators in conducting searches of personal belongings and safety teams with monitoring writings, drawings, electronic devices, and daily check in/out of school.	D	5%
5. Attend work and arrive in a timely manner.	D	1%
6. Participate in appropriate professional development, building meetings, and student meetings.	M	6%
7. Perform other duties as assigned by district student safety coordinators, including conducting social media assessments upon request.	Ongoing	2%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent – Associate or Bachelor’s degree in Psychology, Education, Special Education, or related field preferred
- Two years’ experience in a school setting, working with students with behavior challenges (including students with Autism, SED, and other developmental disabilities)

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Registered Behavioral Technician (RBT) certification, including annual renewal and registration, or desire to work toward receiving RBT certification
- CPR and CPI certification

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Bilingual oral and written communication skills may be required or preferred
- Critical thinking, problem solving, and decision-making skills
- Knowledge of behavioral data collection, analysis, and application
- Ability to have flexible work hours, and flexible work locations
- Ability to commute between schools as assigned
- Ability and desire to work with students with behavior needs
- Ability to diffuse volatile student situations
- Ability to maintain confidentiality in all aspects of the job
- Ability to participate and work in a team environment
- Ability to accept constructive feedback and develop knowledge and skills accordingly
- Ability to develop and maintain professional relationships with students, co-workers, supervisors, families, and community members
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to management direction
- Ability to provide behavior supports including de-escalation and physical assistance
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Basic operating knowledge of and experience with personal computers, peripherals, and media equipment
- Basic operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students in the classroom, bus stops, hallways, restrooms, lunchrooms, and extracurricular activities.



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feel				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds				x
Up to 50 pounds			x	
Up to 100 pounds		x		
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze				x
Communicate				x
Copy				x
Coordinate			x	
Instruct				x
Compute			x	
Synthesize		x		
Evaluate		x		
Interpersonal Skills				x
Compile			x	
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions			x	
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	x
Depth perception	
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	