

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: YOUTH DEVELOPMENT & SAFETY SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned administrator and in collaboration with the Safe and Supportive School team, organize various activities and programs to promote and reinforce a positive school climate; provide mentorship to students in modeling appropriate conduct, teaching and fostering healthy life skills and assisting students with behavioral and school performance issues; provide security, safety and protection to students, personnel, equipment and property; enforce laws and regulations; and respond to emergency situations. Incumbents in this classification will provide service internally to school programs within the County Office, and externally to public schools and school programs within San Mateo County.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Facilitate experiential activities centered on issues relevant to the social and emotional development of students; conduct and lead team-building activities to develop and enhance student social skills, to build confidence, and to teach life skills in a safe and supportive environment

Serve as a resource for individual students to discuss issues, provide information and make referrals to appropriate personnel; utilize strategies to mitigate and de-escalate conflicts between student to student, student to staff, and between other individuals on campuses

Assist students in resolving conflicts in a positive and constructive manner through the use of conflict resolution strategies and mediation techniques; participate in the training of students and staff in conflict resolution strategies and mediation techniques

Consult with teachers, administrators, and other staff regarding specific social, emotional, academic and behavioral needs of individual students on the risk of dropping out; evaluate and make recommendations in developing and implementing an appropriate, healthy and effective plan for students; assist in identifying problems contributing to students' attendance issues as well as the development and implementation of programs and incentives to provide students opportunities to improve their attendance

Assist students in completing classroom assignments, homework and projects in various subject areas; assist students by answering questions, providing proper examples, emotional support, and general guidance; explain and assist students with understanding homework instructions

Participate with staff in various professional development trainings centered on mental health, diversity, growth and development, self-esteem, sexuality, drug/alcohol use and other behavioral/emotional issues that present difficulty for youth

Oversee school properties and surrounding areas to ensure safety and security of students and staff; protect students, personnel, equipment and property by performing inspections on foot for

unsafe conditions, illegal acts and unauthorized persons on and around designated properties
Enforce school site policies, procedures, rules and regulations regarding campus safety, security and appropriate student behavior in school activities, events and programs; correct improper, unsafe, and/or disorderly activities in accordance with expected student behavioral standards; report student violation of rules, policies, and regulations to school administration as appropriate

Respond to emergency situations and administer first aid as needed; assist injured or ill persons with appropriate care in accordance with First Aid and CPR/AED protocols; respond to calls involving alarms, thefts, disturbances, vandalism, and other illegal activity, on or around school grounds; investigate situations and disturbances, collect and preserve evidence, and take statements to support administrators in addressing incidents

Assist in the implementation and facilitation of the school safety and disaster preparedness plans; review and assist with lockdown-barricade, shelter-in-place, and evacuation procedures, first aid and communication procedures and duties as assigned

Respond to fire and safety hazards and report emergencies to the appropriate authorities; respond to fire and burglar alarms and extinguish small fires

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current issues contributing to the emotional, social, and behavioral health of teenage youth
Team-building and other activities centered on developing social skills and building student confidence
De-escalation, mediation, conflict resolution and mitigation techniques
Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students
Emergency response and action procedures
Methods, procedures and practices of effective student safety and security
Procedures and laws of mandated reporting
School security policies, procedures and regulations
Crowd and traffic control techniques
Standard broadcasting procedures of a hand-held two-way radio system
Investigation, record keeping and report preparation and writing techniques
Basic instructional methods and techniques
Basic subjects taught in public schools
First aid and CPR/AED techniques
Policies and objectives of assigned programs and activities
Operation of standard office and job site equipment
Oral and written communication skills
Interpersonal skills using tact, patience, and courtesy

ABILITY TO:

Preserve and protect students, personnel and organizational property
Model healthy conduct and provide guidance to students in emotional, social and behavioral issues
Lead and facilitate activities centered on developing social skills and building student confidence
Enforce applicable laws, rules and regulations

Tutor and reinforce instruction to individual students or small groups of students
Analyze situations quickly and adopt a safe and effective course of action
Interpret, apply and explain rules, regulations, policies, and procedures
Communicate effectively with diverse populations including but not limited to, students, staff, administrators, and the public
Report and respond to fire and safety hazards
Apprehend and restrain individuals that pose immediate threat
Interview witnesses, complainants, and suspects
Organize and write clear and concise reports of incidents
Administer first aid, CPR and AED
Operate a computer, two-way radio, video monitoring equipment and other job-related equipment
Operate standard office and job site equipment
Work independently with little direction
Establish and maintain cooperative and effective working relationships with others
Communicate effectively both orally and in writing
Observe health and safety regulations
Maintain records and prepare report

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to:
An Associate's degree in general studies or equivalent, and three (3) years' experience working in public school security, with youth development programs, providing classroom instructional support or in a related field working with children in a formal educational setting.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this classification are required to complete coursework and receive certification required under SB 390 and SB 1626 prior to commencing employment. Incumbents are also required to maintain this certification throughout their employment with SMCOE.

Valid and current First Aid and CPR/AED certification

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor environment
Possible fights and confrontations
Seasonal heat and cold or adverse weather conditions
Evening or variable hours

PHYSICAL DEMANDS:

Standing, walking or sitting for extended periods of time
Dexterity of hands and fingers to operate school safety and security equipment
Walking and running
Hearing and speaking to exchange information
Seeing to monitor student behavior, to read and to prepare reports
Physical agility and stamina to apprehend and restrain individuals

Personnel Commission Approval:

September 16, 2022