

Newport News Public Schools

Job Description

Job Title: Assistant Supervisor
Position Code: 1E05
Job Classification: Exempt

Supervisor: Supervisor II, School Security
Pay Grade: 32
Contract Length: 245 Days

Job Summary

Position is responsible for assisting with the management and daily administration of a division-wide security and crossing guard operation. Position plans work assignments, conducts training, and monitors performance of staff.

Essential Duties

1. Supervises and evaluates the performance of school crossing guards and provides input to the supervisor on the performance of security officers.
2. Plans and schedules daily work assignments of crossing guards utilizing the most efficient and effective use of personnel.
3. Coordinates the recruiting, interviewing, and selecting of crossing guard personnel and assists the supervisor with placing security officers.
4. Oversees and coordinates in-service training for school crossing guards and assists with security officers training.
5. Conducts field observations to monitor crossing guards and to ensure adherence to established procedures.
6. Verifies and approves crossing guard time and leave sheets on a monthly basis.
7. Assists the supervisor with preparing and monitoring a budget.
8. Assists with managing the substitute security officer program to ensure that a pool of substitutes is available.
9. Manages a uniform procurement and a dry-cleaning services contract and resolves any uniform problems.
10. Assists with preparing standard operating procedures for crossing guards and school security officers.
11. Evaluates the safety and appropriateness of school traffic points and recommends adjustments as necessary.
12. Assists with coordinating the drug and munitions dog search project with the Newport News Police Department.
13. Assists with procuring necessary equipment and supplies for the operation of the program.
14. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs the duties of a school crossing guard as needed.
2. Performs any other related duties as assigned by the Supervisor II, School Security or other appropriate administrator.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess an Associates degree in law enforcement, criminal justice, police science, or a related field and some experience in the field of security or law enforcement management; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Bachelor's degree preferred. Must possess excellent supervisory skills and the ability to manage school security officers and school crossing guards. Must possess knowledge of standard security procedures and practices. Must possess the ability to prepare and conduct training for school security officers and crossing guards. Must possess knowledge of, or the ability to accurately and quickly learn, traffic patterns and school traffic points within the City of Newport News. Must acquire Conservator of the Peace status upon employment. Must possess a valid Driver's license with a good driving record. Must possess the ability to establish and maintain effective working relationships with administrators, security officers, crossing guards, and the police department.

Working Conditions & Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels inside buildings, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office/school setting. The noise level in the work environment is usually moderate.

Supervision Exercised: Crossing Guards

Supervision Received: Supervisor II, School Security

This job description in no way states or implies that these are the only duties to be performed by this employee. The Assistant Supervisor, Security will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor II, School Security or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date