



Santa Rosa City Schools

Classification Description

Job title:	Student Safety Advisor	Department:	School Site
Reports to:	Site Administration	FLSA Classification:	Non-Exempt
Board Approval:	02/12/2025	Work year:	10 months
Revision(s):	01/24/2025	Salary Range	CSEA Range 24

DEFINITION:

Under the direction of one or more Site Administrators, serves as a liaison between school administration, students, and community members to ensure the observance of campus rules and regulations; provides guidance and support to students; supervises groups of students as assigned.

QUALIFICATIONS:

Education:

High School Diploma or equivalent

Experience:

Experience working with middle and/or high school students

Experience with the basic principles of restorative justice is desirable.

License and/or other qualifications:

First Aid and CPR Certification

Bilingual preferred

Knowledge and Abilities:

Knowledge of:

- Basic office equipment and software app
- Campus rules and regulations
- Restorative Practices
- Trauma-Informed Care
- Deescalation Strategies
- Social, emotional, and personal needs of students
- Importance of making connections with staff and students
- Importance of creating and maintaining friendly, supportive, respectful, professional relationships with staff and students

Ability to:

- Use basic office equipment, software app, Security Camera Software, Student Information System.
- Deescalate student conflicts and disruptions
- Work cooperatively with staff, students, neighbors, and visitors
- Read and write at the level required for successful job performance

- Write a behavior incident report and/or witness statement¹
- Analyze situations accurately and adopt an effective course of action
- Develop friendly, supportive, respectful, professional relationships with students

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Actively supervises the campus, including parking lots, restrooms, and locker rooms, before school, during breaks, lunch, and after school, and at other times as needed, to ensure that campus safety, rules and regulations are being observed; patrols hallways during class time as needed.
2. Greets and directs visitors on campus.
3. Communicates with staff via radio and in-person.
4. Enforces student rules and regulations; Refers students to administration as needed.
5. Assists with student searches; may perform locker searches.
6. Manages minor behavior incidents; works with Administration on major behavior incidents.
7. Promotes conflict resolution and problem-solving with students.
8. Assists students, staff, and first responders in emergency situations.
9. Confers with students/teachers/counselors regarding student behavior.
10. Communicates with parents via phone, email, and in-person regarding student behavior matters.
11. Participates in parent/guardian conferences and/or SSTs as needed.
12. Participates in Check-in-Check-out and other research-based interventions for students in need.
13. Escorts students to class to ensure attendance and reduce the opportunity for disruptions as needed.
14. May supervise students individually or in groups as needed.
15. May supervise extracurricular activities during working hours.
16. Provides reports to teachers as needed.
17. Documents interventions, minor behavior incidents, re-engagement efforts, communication with students, parents/guardians, and other information as needed in the Student Information System.
18. Assists with other school functions, including office work as directed by Administration.
19. Develops friendly, supportive, respectful, and positive relationships with staff and students.
20. Develops friendly, supportive, respectful, and professional relationships with school neighbors and businesses to foster goodwill and cooperation.
21. Participates in student orientations.
22. Promotes the use of the district's anonymous reporting system and engages with submitted reports.
23. Demonstrates cultural sensitivity and responsiveness towards all students.

24. Breaks up student disturbances

MARGINAL JOB FUNCTIONS:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. May perform other related duties within the scope of job description.

¹ Original Board Approval Date: 03/27/2024

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor surfaces
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yelling, screaming
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with biohazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bodily fluids

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting			X		
Walking				X	
Standing			X		
Bending (Neck)			X		
Bending (Waist)		X			
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting		X			
Climbing			X		
Kneeling		X			
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)		X			
Power Grasping (ND)		X			
Fine Manipulation (D)			X		
Fine Manipulation (ND)			X		
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.