



Santa Rosa City Schools

Classification Description

Job title:	Student Safety Advisor	Department:	School Site
Reports to:	Site Administration	FLSA Classification:	Non-Exempt
Board Approval:	03/27/2024	Work year:	10 months
Revision(s):		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 statement

- 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.

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.

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.

Student Safety Advisor

Board Update

What We Have Done

- Board Approved Job Description on 03/27/24
- CSEA Ratified Job Description on 05/13/24
- Survey Open for Reclassification from 05/17/24 - 05/31/24

Survey Results

- 24 Responses
- 9/10 Student Advisors
- 15/18 (current) Campus Supervisors
- 8 Student Advisors and 15 Campus Supervisors are Reclassifying

Next Steps

- Create SSA Position in Escape
- Reclassify Employees into New Positions
- Post Any Remaining/Future Vacancies as SSA

**MEMORANDUM OF UNDERSTANDING BETWEEN
SANTA ROSA CITY SCHOOLS
AND
THE SANTA ROSA TEACHERS ASSOCIATION
Counselors' Waiver Workload**

This Agreement was made and entered into this day **May 20, 2024**, by and between Santa Rosa City Schools ("District") and Santa Rosa Teachers Association ("Association").

Santa Rosa City Schools and Santa Rosa Teachers Association enter this Memorandum of Understanding regarding issues related to waivers provided to high school students in order to graduate and the additional workload on high school counselors.

1. Compensation:

Counselors: The parties recognize that in order for High School Counselors to provide immediate and timely individual support to seniors who are in need of support and intervention due to academic and/or emotional wellbeing, focused time is critical to meet the need.

The District shall provide High School Counselors with five (5) per diem days each, retroactively, for processing Math and LOTE Waivers approved by the school board on December 20, 2023.

2. If graduation requirements are added or amended during the 2024/25 school year that require additional meetings and workload to process, counselors will be compensated at the same rate as noted in number 1 above.

This MOU is addressing the change in working conditions for members due to the mid-school year change to board policy and is subject to Article 4, Grievance Procedure of the District and Association Collective Bargaining Agreement and shall expire in full without precedent on June 30, 2025.

The association and the District agree that this Memorandum of Understanding shall not constitute a precedent in any grievance proceeding, claim, or litigation raising the same or similar issues.

Dated: _____

Dated: _____

For the Association:

For the District:

Supporting members of the SRTA Association and District negotiating teams:

SRTA Negotiating Team

Kristine Erken
Edward Vulpe
Ian Myers
Kathryn Howell

Ratified by SRTA: _____

SRCS Negotiating Team

Dr. Roderick Castro
Stephen Mizera
Sydney Smith
Dr. Vicki Zands

Approved by the Board: _____

MEMORANDUM OF UNDERSTANDING
SANTA ROSA CITY SCHOOLS
AND
THE SANTA ROSA TEACHERS
ASSOCIATION
Extended Pay Rate for
School Psychologists

This Agreement was made and entered into this day, January 19, 2023, by and between Santa Rosa City Schools
("District) and Santa Rosa Teachers Association ("Association")

The Santa Rosa Teachers Association and the Santa Rosa City Schools have met, negotiated and agreed to the following Memorandum of Understanding regarding Extended Pay Rate for School Psychologists.

In an effort to provide mandated and legally required Special Education Services, when there is a need for School Psychologists to pick up additional assessments on a case by case basis. The parties agree:

- That the provision outlined under Extended Day Pay in section 16.13 be revised for the following:
 - o That School Psychologists, when agreeing to extra work above their current assignment, the following enumerations are provided.
- That the extended day for this work will be calculated as .0007975 of Level 1, Step 4 of the Santa Rosa City School Certificated Psychologist, Speech Language Pathologist, Nurse Salary Schedule.
- That these assessments will be offered to all psychologists on a rotating basis, based on seniority, and must be approved by the Executive Director or administrative designee and documented by the School Psychologist and use the existing "time card" process.
- This new rate shall apply only for;
 - o After hours work related to the additional assessments as defined above and,
 - o After contract work that is completed as a result of contract time lost due to the additional assessments as defined above, the contract time work missed is eligible for a direct hour to hour compensation. As an example, if a Psychologist performs two hours on an additional assessment during contract time, two hours are available to be on a timecard for work spent after contract hours. and,
 - o shall not apply to after hour IEP's, professional development, etc. that are not related to the additional assessments. (the rate for this work shall remain at the extended day rate as stipulated in Article 16.13 of the collected bargaining agreement.)

Absent mutual agreement, this MOU will remain in effect through June 30,2027

The association and the District agree that this Memorandum of Understanding shall not constitute a precedent in any grievance proceeding, claim, or litigation raising the same or similar issues.

Dated: _____

For the Association:

Dated: _____

For the District:

Supporting members of the SRTA Association and District negotiating teams:

SRTA Negotiating Team

- Kristine Erken
- Edward Vulpe
- Kathryn Howell
- Ian Myers

SRCS Negotiating Team

- Dr. Roderick Castro
- Sydney Smith
- Dr. Vicki Zands
- Stephen Mizera

Ratified by SRTA: _____

Approved by the Board: _____

RESOLUTION No. 2023/24-81
Santa Rosa City Schools School District

On motion by DeLaCruz seconded Sheffield the resolution set forth below was adopted by the following vote:
AYES: 6 NOES: 0 ABSENT: 1

SPECIFICATIONS OF THE ELECTION ORDER

RESOLVED, that pursuant to Education Code Sections 5304 and 5322 – the authority for the specifications of the election order – I hereby specify the following with respect to the governing board member election in the SRCS School District.

Date of Election: November 5, 2024
Purpose of Election: To elect 4 member(s) to serve the 2024-2028 full term (term ending 2028)
 member(s) to serve the 2024-2026 short term (term ending 2026)

***Term of Office to be Filled (Check One)**

Name of Current Incumbent	2-Year (To complete the 2022-2026 term)	4-Year (2024-2028)
Ever Flores		X
Alegria De La Cruz		X
Ed Sheffield		X
Jeremy De La Torre		X

*Four-year terms on the governing board are staggered. The November 5, 2024 election will fill regular openings on the governing board for the 2024-2028 term as well as filling current 2022-2026 term vacancies, or those previously filled by appointment. If a vacancy has been filled during the first 2 years of a term, candidates must file for election to complete that term. If a vacancy has been filled during the last 2 years of a term, candidates will file for the new 4-year term.

IT IS HEREBY RESOLVED, that Santa Rosa City School Elementary and High School District will hold an election on November 5, 2024 to elect member(s) to the governing board as listed in the **Specifications of the Election Order**.

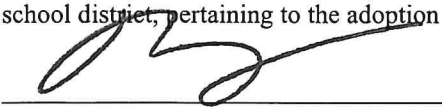
STATEMENT OF QUALIFICATIONS/TIE VOTE

THAT the * (candidate district) is responsible for cost incurred in publishing a Statement of Qualifications if such a statement is desired. If payment is the responsibility of the candidate, each candidate will pay the cost of publication * (before after) the statement is printed in the voter pamphlet portion of the sample ballot. Payments for statements are to be made **to the district**. Following the election, the district will be billed for all costs incurred in conducting the district’s election. Statements shall not exceed 200 words, based on standard word count.

THAT any tie vote which results in said election will be resolved by *(run off drawing lots).
* Select one option

CLERK’S CERTIFICATE

I hereby certify that the foregoing is a full, true and correct excerpt from the minutes of the governing board of said school district, pertaining to the adoption of the above resolution, at a meeting held on June 12, 2024.



Clerk, Governing Board
Santa Rosa City Schools Elementary and High School District