



<p><b><u>JOB DESCRIPTION</u></b>  <b>CONTRACTUAL POSITION</b></p>	
<p><b>JOB TITLE:</b> School Safety Supervisor</p>	
<p><b>JOB SUMMARY:</b></p> <p>Provides support to the Principal and other stakeholders in education by contributing to the establishment and maintenance of a safe, tranquil and disciplined school environment and by extension, the community. The incumbent is required to supervise School Safety Officers and focus on the implementation of policies outlined in the School Security Plan such as engagement of initiatives in matters relating to health, safety and security, mitigation of risks and policy/law enforcement.</p>	
<p><b>REPORTS TO:</b></p>	<p>Assistant Education Coordinator, School Supervision</p>
<p><b>SUPERVISION GIVEN TO:</b></p>	<p>School Safety Officers</p>
<p><b>DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Confer with Principal to assist in the development of plans and strategies to minimize or prevent dangerous situations in our schools.</li> <li>• Observe and report or remedy unsafe or problem situations in schools.</li> <li>• Visit and supervise School Safety Officers in all Government Secondary and Government-assisted Secondary Schools.</li> <li>• Develop guidelines for the establishment of school safety and school crisis teams.</li> <li>• Exhibits good judgment and initiative in emergency situations.</li> <li>• Assist in the training needs of School Safety Officers.</li> <li>• Organise and attend meetings when necessary.</li> <li>• Monitor school safety log in schools.</li> <li>• Work closely with Principals regarding school activities.</li> <li>• Prepare and submit reports to Chief Education Officer or designee.</li> <li>• Reaffirms the role of the School Safety Officers.</li> <li>• Give advice to Principals with regard to school safety.</li> <li>• Observe and report or remedy unsafe or problem situations in schools.</li> <li>• Perform other duties assigned to them by the Chief Education Officer or designee.</li> <li>• Performs other related duties as directed by the Principal or authorized person.</li> </ul>	
<p><b>KNOWLEDGE, SKILLS AND ABILITIES:</b></p>	
<p><b>KNOWLEDGE:</b></p>	<ul style="list-style-type: none"> <li>• Working knowledge of the laws of the Republic of Trinidad and Tobago, including the Police Service Act, Regulations, Amendments, Supplemental Police Act, Summary Offences</li> </ul>



	<p>Act, Education Act, Malicious Damages Act, Children’s Act, Fireman’s Act, or Explosives Act, Litter Act, OSHA, Dangerous Drugs Act, EMA etc.</p> <ul style="list-style-type: none"> <li>• Working knowledge of arrest procedures.</li> <li>• Knowledge of basic institutional security measures, First Aid, CPR techniques.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good report writing, mediation and conflict resolution skills.</li> <li>• Good communication skills, both in writing and verbal.</li> <li>• Ability to effectively implement school policies and procedures, respond appropriately to sensitive and emergency situations and communicate tactfully and effectively.</li> <li>• Ability to remain open-minded, objective and establish and maintain effective working relationships with colleagues and members of the public.</li> </ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"> <li>• Five (5) Ordinary Level subjects (GCE or CXC) of which English Language and Mathematics must be included.</li> <li>• Certification in Occupational Safety and Health.</li> <li>• Certificate in First Aid (including CPR).</li> <li>• Training in Security Management and Law Enforcement.</li> <li>• Three (3) to five (5) years in security/law enforcement related field.</li> <li>• Minimum three (3) years of supervisory experience.</li> <li>• Any other equivalent combination of qualification, training and experience will be considered.</li> </ul>	
<b>SPECIAL CONDITIONS OF EMPLOYMENT:</b>	
<ul style="list-style-type: none"> <li>• Good health and physical fitness is fundamental in the exercise of the functions of a School Safety Officer. The holder is required to be in a state of health and fitness as not to impair his/her ability to carry out the functions of the position as work involves conducting patrol duties on a large compound, ascending/descending stairs and pursuing suspects.</li> <li>• School Safety Officers will be required to obtain a precept during their employment. The requirement for obtaining a precept is outlined in sections 8 to 10 of the Supplemental Police Act, Chapter 15:02 of 1906 (with amendments) of the Laws of the Republic of Trinidad and Tobago.</li> <li>• Police certificate of character is required.</li> </ul>	