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School Safety Unit Lead Supervisor

JOB CODE	JOB FAMILY	PROFILE
JCM123	**Public Safety**	**School Safety Unit Lead Supervisor**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**October 12, 2026**

The School Safety Unit Supervisor coordinates and administers the School Safety Unit program. This position plans, assigns, and manages daily operations, including scheduling and location assignments for school crossing guards. Responsibilities include supervising staff, providing training and performance evaluations, and ensuring program effectiveness. The supervisor also maintains comprehensive records and collaborates with external agencies to support school zone safety. This role involves full supervisory duties, including hiring, training oversight, performance management, coaching, disciplinary action, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Plans, assigns, and supervises the daily operations of the School Safety Unit, including scheduling and location assignments for school crossing guards.
- Trains subordinates and evaluates their work performance; provides ongoing training and updates as needed.
- Compiles narratives and statistical data for reports or in response to information requests from leadership.
- Maintains accurate records and files related to crossing guard personnel, school site locations, private bus schedules, school vacation calendars, and related information.
- Ensures adequate personnel coverage for school zones; provides coverage personally when needed.
- Collaborates with other government agencies on activities related to crossing guard functions and school zone safety inspections.

- Prepares and processes personnel actions such as job postings, resignations, and related documentation.
- Assists with budget preparation, purchasing, planning, and overall recordkeeping for the crossing guard program.
- Drafts correspondence, memoranda, reports, and other materials using word processing software.
- Attends meetings and represents the unit as assigned by the supervisor.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High school diploma or GED
- Six (6) years of work experience, including demonstrated ability to operate standard office equipment such as computers (spreadsheets and databases), copiers, fax machines, and multi-line telephone systems.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Most essential duties are performed indoors, with regular travel to crossing guard sites.
- While many duties occur in a temperature-controlled environment, some duties require working outdoors in adverse weather conditions.
- Indoor duties are typically performed on even surfaces, such as carpeted or tiled floors. Outdoor duties may involve walking or standing on paved or unpaved surfaces, including roads, ice, or snow.
- A County vehicle is used for travel to and from school zone locations.

- Work hazards include exposure to traffic and vehicle fumes.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used includes telephones, computer terminals, printers, keyboards, photocopiers, fax machines, typewriters, and calculators.
- Materials handled may include personnel files, forms, reports, various office documents, and a wide variety of office and uniform-related supplies.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.