



REVISED: 07/01/2025
Submitted: 06/10/2025

JOB TITLE:	COORDINATOR DISTRICT SAFETY DISPATCH (SECURITY)
DIVISION	JCPS POLICE DEPARTMENT
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8860
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Coordinates, assigns, reviews, and manages daily activities of the district dispatch center. This includes the overall responsibility for the operations and effective functioning of the center, ensuring work quality and adherence to established policies and procedures. The coordinator provides leadership and direction for the dispatch center as a whole and performs related duties as required.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans, prioritizes, assigns, supervises, reviews, and coordinates the day-to-day activities of the dispatch center

Oversees scheduling and provides adequate staffing for the dispatch center

Supervises and directs the work of all employees of the center to ensure proper performance of duties and adherence to rules and regulations

Develops, administers, implements, and enforces police and procedures

Conducts correspondence and maintains reports and records relating to the activities of the dispatch center and equipment

Participates in the selection of assigned staff, provides or coordinates staff training to maintain certification, and works with staff to maintain quality control

Reviews and evaluates radio and other telecommunication transmissions for investigative or training purposes

Prepares a variety of analytical and statistical reports and correspondence on operations and activities

Conducts quality assurance audits of dispatch protocols and systems

Successfully completes Telecommunicator Certification Course and functions as a telecommunicator as needed

Receives all incoming communication for Board of Education during abnormal hours

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

This work is completed in an office setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): crouching, lifting up to 20 lbs., pushing up to 20 lbs., and pulling up to 20 lbs. The following physical activities are required occasionally (up to 50% of the workweek): bending, driving, standing, and walking. Feeling, grasping, and reaching are required frequently (up to 75% of the workweek). Hearing, repetitive motions with hands, talking, and visual acuity is required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Twenty-one (21) years of age
Driver's License
Three years successful radio operations, emergency management, or crisis response experience
Must have success completed or must successfully complete within 6 months of hiring, the State approved Telecommunications Academy
Effective communication skills
Experience in a diverse workplace
Successful completion of a law enforcement background check

DESIRABLE QUALIFICATIONS
Bachelor's degree in Communication, Emergency Management, Law Enforcement Field or work-related experience in the field
Kentucky Law Enforcement Council Telecommunicator Certification
Certified Kentucky Telecommunicator issued by Department of Criminal Justice and Training