



REVISED: 07/01/2024
Submitted: 03/26/2024

JOB TITLE:	SCHOOL SAFETY OFFICER
DIVISION	CHIEF OF STAFF
SALARY SCHEDULE/GRADE:	1C, GRADE OSS
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES
Supports an assigned set of schools and patrols those schools by car; is available to the assigned schools and participates in maintaining a safe and orderly school environment. Acts as a liaison between the school and local law enforcement. Participates in monitoring District property and facilities and provides protection for students and faculty by patrolling school grounds. Maintains proper training and certification to serve as an armed, sworn law enforcement officer.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Works with a cluster of schools as first responder
Develops positive school-based relationships with students/faculty/staff
Responds to calls for service and assistance
Responds to emergencies in schools, District facilities, on buses, and serves as Incident Liaison with local law enforcement
Responds to and collaborates with Safety Administrator to maintain a safe environment
Provides support at extracurricular and school-sponsored events
Conducts routine security inspections of all District property within assigned area
Transports personnel and materials as directed by Security and Investigations Conducts facility inspections of physical plant during inclement weather
Investigates reported offenses
Writes reports
Secures and maintains crime scenes until relieved by District security staff
Makes appropriate referrals for outside resources as directed
Provides approved legal direction/advice as necessary
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs all other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is conducted in an office, school, warehouse, production/assembly line 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): balancing, climbing, and crawling, The following physical activities are required occasionally (up to 50% of the workweek): bending, crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Peace Officer Professional Standards Certified
Must be 21 years of age
Effective communication skills
Valid driver's license
High School Diploma or GED

DESIRABLE QUALIFICATIONS
Knowledge of school system policies and procedures
SRO basic training
Experience in a diverse workplace