



NEW: Submitted:  
02/16/2022 02/15/2022

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:	8091
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

Conducts routine security inspections of all District property within assigned area

Reports incidents to appropriate personnel and prepares reports of incidents which occur on District property

Responds to calls for assistance

Transports personnel and materials as directed by Security and Investigations

Guards specific locations as assigned

Secures windows/doors utilizing provided materials as needed

Conducts facility inspections of physical plant during inclement weather

Secures and maintains crime scenes until relieved by District security staff

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

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

#### MINIMUM QUALIFICATIONS

Meets minimum entrance qualifications for School Resource Officer commission to be hired in "Recruit" status

Meets qualifications for Peace Officer Professional Standards (POPS) certification to obtain "Officer" status

High School Diploma or GED

Must be 21 years of age

Effective communication skills
Valid driver's license
<b>DESIRABLE QUALIFICATIONS</b>
Knowledge of school system policies and procedures
SRO basic training
Experience in a diverse workplace