



JOB TITLE	DEPARTMENT	REPORTS TO
Certified School Safety Specialist - Inspector	Safety and Security	Director of Safety and Security

Position No: 79021	Length of Work Year: 12 Month
Salary Schedule: N26	Date Approved: 10/04/2023
FSLA: Exempt	Date Revised: 10/04/2023

JOB GOAL
The School Safety Specialist serves as the district point of contact for overseeing and monitoring all school safety measures and requirements at District and Charter Schools to ensure compliance with state law and rules.
MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's degree in criminal justice, law enforcement, emergency management, public administration, or another related field 2. Possession & maintenance of a valid Florida driver's license throughout employment without any restrictions that may affect the ability to perform the essential functions of the job. 3. At least five (5) years of experience in law enforcement. <i>(Reserve Officer experience can be used to meet experience requirements on a 2 for 1-year basis.)</i> 4. Supervisory or project management experience (Preferred). 5. Experience in formulating preventive and /or corrective procedures related to school safety and security. 6. Appropriate State of Florida professional certification(s) as required and applicable. <ol style="list-style-type: none"> a. Florida Certified School Safety Specialist (Required or MUST COMPLETE next available certification provided by Florida Office of Safe Schools) b. *Full Law Enforcement Certification from the Florida Department of Law Enforcement (FDLE) and Division of Criminal Justice Standards and Training Commission (CJSTC) (Preferred). <ol style="list-style-type: none"> i. Bonded and attached to a local Law Enforcement Agency (Reserve Unit). ii. Maintain on-going training provided by the law enforcement agency as required to maintain agency readiness as Reserve to include but not be limited to firearms, defensive driving maneuvers, domestic violence, AED/CPR/First Aid responders, patrol procedures (e.g., handcuff procedures, building searches and defensive tactics, etc.) c. CPTED - Crime Prevention Through Environmental Design Practitioner (Preferred). 7. Ability to perform the functions of the position.
KNOWLEDGE, SKILLS, AND ABILITIES:
<ol style="list-style-type: none"> 1. Knowledge of school safety laws and regulations, security and law enforcement policies and procedures, crime prevention, investigations, public safety training, safety programs and emergency operations. 2. Knowledge of School Board, State/Local Policies, and procedures regarding the administration of school safety/security programs. 3. Knowledge of computer hardware and software applications & related equipment, networks, camera systems, telephone systems, varied information systems and their operational functions and limitations. 4. Knowledge of current trends, methods, and developments in school safety/security.

5. Skilled in multi-tasking, time management, and team collaboration.
6. Ability to formulate preventive and/or corrective procedures related to school safety/security.
7. Exhibit interpersonal skills to work as an effective team member.

DUTIES AND RESPONSIBILITIES

1. Actively engage and collaborate with the Florida Association of School Safety Specialists and attending all required updates, trainings, and meetings.
2. Act as the direct point of contact and carry out the duties of Certified School Safety Specialist as required by statute and/or mandated by the Florida Department of Education and/or Office of Safe Schools.
3. Act as liaison between the District and Charter Schools and monitor their safety and security policies and procedures, requirements and security personnel and safe school officer staffing.
4. Coordinate and collaborate the facilitation of Fire, Active Assailant, and other Emergency Drills with District/Charter and school administrators, ensuring compliance with applicable statutes, rules, and District policy/best practices.
5. Coordinate the completion of the annual FSSAT (Florida Safe Schools Assessment Tool} and School Security Risk Assessment (SSRA} and work with the Director to compile and present data for the annual District Best Practices report to the School Board.
6. Maintains proof-positive files (exemplars} to support the FSSAT-SSRA completion and audit.
7. Coordinate the collection, analysis and reporting of all safety and security data and information as required by local, state, and federal agencies.
8. Coordinate or perform safety and security campus inspections to ensure compliance and report deficiencies to the school administrator(s), the Safety and Security Director, assigned Certified LE School Safety Officer, and others as needed.
9. Based on inspections Identify deficiencies and provide suggestions on immediate mitigation strategies and remedies, collaborating with the Director of Safety and Security, administrators, and others as applicable.
10. Provide periodic reports to the Director of Safety and Security on matters pertaining to school safety/security at Charter or District Schools.
11. Keep informed and disseminate information about current research, trends, and best practices in your area of responsibility.
12. Maintain an active list (in collaboration with the Director and all other Safety and Security staff) of ongoing Safety and Security projects, deficiency follow-up, and areas of safety and security concern.
13. Train District employees in safety and security issues such as: Situational Awareness, Procedures for Emergency Situations; Emergency Management Operations; Active Assailant; Gang Identification; Gang Activity; Crime Prevention Through Environmental Design.
14. Identify training needs for District staff, teachers, administrators, campus monitors, Certified LE Safety Officers, School Resource and others and ensure strategic application of the training.
15. Serve on school/District committees as required or appropriate.
16. Adhere to the Florida Code of Professional Conduct in all school matters.
17. Perform assigned tasks and respond to issues and concerns in a timely and efficient manner with a high standard of quality.
18. Perform other duties as assigned by the Director of Safety and Security including duties associated with certified LE safety officer.

PHYSICAL DEMAND CLASS:

Medium Heavy (MH) - Frequent lifting and carrying of objects weighing 35 pounds or less. Infrequent lifting and carrying of objects weighing 35-70 pounds. Continuous walking and/or standing is required to carry out duties. Infrequent walking at a fast pace and/or running may be required.