



JOB TITLE	DEPARTMENT	REPORTS TO
Coordinator of Safety and Security	Safety and Security	Director of Safety and Security

Position No: 79017	Length of Work Year: 12 Months
Salary Schedule: AD11	Date Approved: 8/13/19
FSLA: Exempt	Date Revised: 1/25/22; 6/28/23

JOB GOAL
To provide for the safety and security and assist in providing services that protect students, staff and District property. To provide leadership to the Safety/Security Department in the absence of the Director of Security and School Safety. To assist the Director in performing the duties and responsibilities of School Safety Specialist position.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Two-year college degree or 65 college credits. Bachelor's degree preferred. 2. Certification by the Florida Criminal Justice Standards and Training Commission. 3. Bonded and attached to a local Law Enforcement Agency (Reserve Unit). 4. A minimum of ten (5) years of experience in Law Enforcement or School Safety/Security. 5. A minimum of three (3) years prior supervisory (or articulable experience) preferred. 6. Excellent communication skills. 7. Ability to perform the functions of the position.

KNOWLEDGE SKILLS AND ABILITIES
<ol style="list-style-type: none"> 1. Knowledge of current School Safety and Security practices. 2. Knowledge of law enforcement procedures and criminal law. 3. Knowledge of supervisory practices. 4. Skill in applying knowledge into practice. 5. Ability to multi-task and perform under pressure.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Supervises the daily activities of Safety/Security officers. 2. Oversees the review and determines the level of security required at school district events. 3. Supports the development and implementation of procedures to ensure a safe school environment. 4. Assists as a liaison between the school district and local law enforcement emergency management agencies, public safety communications and fire departments. 5. Assists administrators in the district in the areas of safety and security. 6. Assists the Director of Security and School Safety in supervising security personnel and the development of policies and procedures and training programs. 7. Assists and/or directs other Safety/Security Officers in maintaining safe and secure transportation for students riding buses. 8. Assists law enforcement in investigating reported criminal acts and vandalism to school property. 9. Assists the Human Resources Department as needed including conducting investigations, serving legal documents. 10. Assists in the development and implementation of safety and security programs to provide reasonable protection for staff and students to district facilities.

11. Assists the Director in carrying out the duties and responsibilities of School Safety Specialist.
12. Works with principals or other appropriate official implementing safety and security programs.
13. Performs other duties as assigned.

PHYSICAL DEMAND CLASS:

Physical Demand Class: Heavy (H) - Frequent lifting and carrying of objects weighing 25-50 pounds. Infrequent lifting and carrying of objects weighing 51-100 pounds. Continuous standing and/or walking is required to carry out duties. Occasional walking at a fast pace and/or running may be required.