



JOB TITLE	DEPARTMENT	REPORTS TO
Director of Safety and Security	Safety and Security	Deputy Superintendent

<b>Position No:</b> 79005	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> AD13	<b>Date Approved:</b> 4/10/18
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

JOB GOAL
To ensure a safe and secure environment for all District students, staff, and visitors and to ensure the school district is prepared to effectively respond to all emergencies that might affect safety or security of students and staff. This position will serve as the School Safety Specialist for the District as per SB 7026.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Bachelor's Degree; Degree in Law Enforcement preferred.</li> <li>2. Certification from the Florida Department of Law Enforcement (FDLE) and Division of Criminal Justice Standards and Training Commission.</li> <li>3. Certification or certificate of completion in training by the Office of Safe Schools.</li> <li>4. Bonded and attached to a local Law Enforcement Agency (Reserve Unit).</li> <li>5. At least five (5) years of Experience in Law Enforcement and Criminal Investigation.</li> <li>6. Knowledge of safety and law enforcement policies and procedures, crime prevention, investigations, public safety training, life safety programs, and emergency management operations.</li> <li>7. Ability to perform the functions of the position.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Works with principals or other appropriate School and District Officials in coordinating and implementing an effective and efficient safety and security program to ensure a safe school environment, including crime prevention programs.</li> <li>2. Supervises Safety/Security personnel, conducts annual performance appraisals, and makes recommendations as appropriate.</li> <li>3. Investigates reported criminal acts and vandalism to school property and pursues, apprehends and arrests suspected law violators.</li> <li>4. Serves as a liaison between the school system, Public Safety Agencies, school resource officers, community law enforcement agencies, emergency management agencies, and fire departments in the development and implementation of the Districtwide plan for operating safe schools.</li> <li>5. Provides necessary technical assistance and training and resources to students, district staff, faculty, and the threat assessment teams related to District safety and security, including active shooter training.</li> <li>6. Conducts safety and security assessments at each public school and facilities using the Office of Safe Schools risk assessment and provide recommendations to the school board which strategies and activities that the school board should implement to improve school safety and security, coordinate school campus tours for law enforcement.</li> <li>7. Establishes Emergency Drills/Procedures. Formulate policies and procedures for emergency drills with public safety agencies, including fire, natural disaster, bomb threat, and active shooter. Drills for active shooter and hostage situations shall be conducted at least as often as other emergency drills.</li> <li>8. Formulates safety and security policies and procedures to comply with state law and</li> </ol>

- assists schools and facilities in the development of site-specific procedures
9. Coordinates Code Red Drills and Active Shooter Drills with District Staff and assists in the drills.
  10. Establishes Model Emergency Management and Preparedness Procedures and in the development and implementation of the District's master emergency plan, including working with principals in identifying emergency evacuation procedures for each school and assisting in the evacuation of Schools during any emergency which involves students.
  11. Establishes Threat Assessment Teams at each school based on model policies developed by the Office of Safe Schools.
  12. Implements a Student Crime Watch Program to promote responsibility among students and improve school safety.
  13. Establishes a schedule to test emergency communications systems and test functionality and coverage capacity of all emergency communications systems to determine adequate signal strength in all areas of a school's campus.
  14. Confers with parents and students to promote better school attendance.
  15. Facilitates the maintenance of safe school environment by assisting schools in identifying and removing disruptive or violent students from school.
  16. Assists Transportation Department as necessary in maintaining safe and secure transportation for all students riding buses during both daily bus transportation and special event bus transportation, including reporting to the scene of accidents involving transportation vehicles and coordinating response efforts.
  17. Works with Risk Management as necessary including the completion and delivery of official reports necessary for claims associated with vandalism and/or accidents that may result in liability claims against the District.
  18. Assists in the development and implementation of the District's master emergency plan, including working with principals in identifying emergency evacuation procedures for each school, and assisting in the evacuation of schools during any emergency which involves students.
  19. Assists the Human Resources Department as requested, including conducting personnel investigations, serving legal documents, and facilitating the fingerprinting process for all new employees.
  20. Coordinates the collection, analysis and annual reporting of all safety and security data and information as required by local, state, and federal agencies.
  21. Coordinates with the Facilities and IT Departments in planning and maintaining safe and secure school buildings including the development, installation and maintenance of the district wide video surveillance master plan, as well as building access management and control, radio communications systems and establishing a schedule to test the equipment, burglary alarm systems, and other security systems.
  22. Serves as the primary District Preparedness Coordinator for the School District.
  23. Coordinates the development and implementation of procedures to ensure a safe school environment.
  24. Provides direct assistance to principals and building administrators to enhance safety and security at school sites and other sites in the District.
  25. Coordinates with the other administrators of the District in areas of safety and security.
  26. Formulates general safety and security policies and procedures, and assists schools in the development of site-specific procedures.
  27. Defines, develops, implements, and continually enhances safety and security programs to provide reasonable protection for staff and students to District facilities.
  28. Performs physical audits of schools and buildings and provides recommendations based on findings to improve safety and security. Initiates action as appropriate.
  29. Provides technical assistance and training opportunities for employees relative to District safety and security.
  30. Provides necessity training to Safety/Security staff to perform the duties of Certified LE Safety/Security Officer.
  31. Performs such other tasks and assumes such other responsibilities as the Supervisor may assign.

**PHYSICAL DEMAND CLASS:**

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.