



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

Position No: 79021	Length of Work Year: 12 Months
Salary Schedule: N11	Date Approved: 7/1/21
FSLA: Non-exempt	Date Revised:

JOB GOAL
Ensure a safe and secure environment for all District and Charter School students, staff and visitors. Serves as the District point of contact for overseeing and monitoring all school safety measures and requirements at Charter Schools to ensure compliance with state law and rules. Assist the District School Safety Specialist in ensuring that all District Schools are in 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 other related field. 2. At least five (5) years of experience in law enforcement and supervisory experience. 3. Experience in formulating preventive and /or corrective procedures related to school safety and security preferred. 4. Knowledge of safety, security and law enforcement policies and procedures, crime prevention, investigations, public safety training, safety programs and emergency operations. 5. Satisfactory criminal and pre-employment background check. 6. Appropriate State of Florida professional certification(s) as required and applicable. 7. Ability to perform the functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of School Board, State/Local Policies and procedures regarding the administration of school safety/security programs. Knowledge of applicable school safety laws and regulations. Knowledge of computer related equipment, networks, camera systems, telephone systems, varied information systems and their operational functions and limitations acquired through appropriate educational and/or technical experience in the field. Ability to use computer hardware and software applications in the performance of job responsibilities preferred. Ability to formulate preventive and/or corrective procedures related to school safety/security. Knowledge of the current trends, methods and developments in the areas of school safety/security.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Ensure that all safety measures, as required by state law and rules, are in place and operational at all Charter Schools. Assist the School Safety Specialist in ensuring that all safety measures, and requirements as required by state law and rules, are in place at all District Schools and Facilities. 2. Provide necessary technical assistance, and training and resources to staff, and faculty in regard to safety measures as required by the state and district related to safety and security. 3. Formulate safety and security policies and procedures to comply with state law and assists schools and facilities in the development of site-specific procedures.

4. Coordinate the collection, analysis and reporting of all safety and security data and information as required by local, state, and federal agencies.
5. Provide periodic reports to the Director of Safety and Security on matters pertaining to school safety/security at Charter or District Schools.
6. Maintain confidentiality regarding school security matters/activities.
7. Consult with schools, departments and programs on school safety/security issues.
8. Respond to inquiries and concerns in a timely manner.
9. Assist Charter School and District staff with the interpretation of safety and security programs, procedures and policies. Review policies and procedures periodically.
10. Act as liaison and monitors all Charter School safety and security policies and procedures, requirements and security personnel and safe school officer staffing, including, but not limited to:
 - Alyssa's Alert
 - FortifyFL
 - Emergency Drills
 - Threat Assessment Teams
 - FSSAT
 - Emergency Procedures
 - Active Assailant Response Plans
 - Emergency Training
 - Reunification
 - SESIR Reporting
11. Coordinate with the Director of Safety and Security on resolving any suspected deficiencies identified at Charter and District Schools and develops a plan of action to correct any deficiencies.
12. Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
13. Exhibit interpersonal skills to work as an effective team member.
14. Serve on school/District committees as required or appropriate.
15. Demonstrate initiative in identifying potential problems or opportunities for improvement in safety and security at Charter and District Schools.
16. Prepare all required reports and maintain all appropriate records.
17. Participate in training and cross-training activities as required.
18. Perform other tasks consistent with the goals and objectives of this position.
19. Recommend to the Director of Safety and Security technology and other systems regarding Charter and District safety and security.
20. Coordinate with the Director of Safety and Security on resolving any suspected deficiencies identified and develop a plan of action to correct any deficiencies.
21. Adhere to the Florida Code of Professional Conduct in all school matters.
22. Perform assigned tasks in a timely and efficient manner.
23. Perform assigned tasks to a high standard of quality.
24. Perform other duties as assigned by the supervisor.

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 fast pace and/or running may be required.