

**POSITION TITLE:** Safety Trainer – Safety and Security

**QUALIFICATIONS:** Bachelors' degree or five years related work experience required in social work, police science, criminology/criminal justice or related field. Must have at least three years of recent, successful experience in juvenile justice, law enforcement, or social services, preferably with juveniles, or related experience determined to be an acceptable substitute by the Human Resources Department. The incumbent should possess minimum three years of experience as a training facilitator in security or law enforcement field. Virginia School Resource Officer/School Security Officer Instructor Certification also required. Excellent communication, organizational, public relations and customer service skills are required. Must have the ability to maintain effective working relationships with school officials, faculty, students, police and the general public is essential. Must be adaptable to changing priorities and situations. Ability to operate effectively in a team environment as team leader and/or member is essential. Considerable skills in operating a computer. Experience using Microsoft Office, PowerPoint, Word and Excel software applications required. Must successfully complete a background investigation and criminal record check. Must be able to perform all duties and responsibilities of the position. Must possess a valid Virginia driver's license and a satisfactory driving record.

**PERFORMANCE EXPECTATIONS:** Coordinates/conducts security training for the district's teachers, support personnel, staff, security specialist and the community. SRO/SSO training is required or the ability to obtain in six months. The ability to utilize multi-media technologies and PowerPoint. Conduct/coordinate annual and staff development throughout the school year, mandated certification training for eligible new security specialist (32 hours required for certification). Test school preparedness through emergency drills using 800 MHz radio and/or certifications (annual tornado drill, earthquake drill, lock-down drills). Prepare and distribute department newsletter to Principals for distribution to staff. Serve as alternate Zone Supervisor - Maintain school visits to keep up with best practices and understand current trends 24 hours a month. Complete 40 - 80 hours of instruction annually, train others in the operation of visitor management (Raptor Visitor Management). Maintain all training records for the district personnel and school security officers as it relates to school safety and security and emergency preparedness in conjunction with the Project Facilitator Safety. Coordinate and/or conduct programs for staff, students and community. (Eddie Eagle GunSafe Program, Olweus Bullying, Prevention and awareness, Personal Safety for Children, Yello Dyno, School Bus Safety). Coordinate, document and report completion of the annual VCSCS school requirements (VA code required school safety plan and updates, audit survey, inspection checklist, ADA evacuation plans). Coordinate, attend and/conduct special events/programs (October Safe Schools Month, Safety Patrol Induction, Imagine Festival, School Safety Fairs/Health Fairs held at various schools. Ability to update Departmental Web page as the departments webmaster to keep information current and electronic newsletter. Performs other related duties as assigned.

**GENERAL DEFINITION AND CONDICTIONS OF WORK:** The Safety Trainer serves as the conduit to schedule and provide training for the department security staff as well as provide security related topic training for the educational staff and the RPS student population. The trainer also records, documents and reports the completion of certain state (VCSCS/Code of Virginia) mandated school security requirements. Performs responsible protective service work maintaining a safe and secure environment at the schools. Work may require some pulling and lifting up to 30 pounds; help break up physical altercation between students and/or physically restraining a student. Work requires climbing stairs, long periods of

walking and standing. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for visual inspection involving safety and security concerns and problems, operation of motor vehicles or equipment, and observing general surroundings and activities.

**REPORTS TO:** Chief of Safety and Security

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 116

**LENGTH OF CONTRACT:** 260 Days (12 months)

**FLSA:** Exempt