

Job Title: **Safety & Security Operations Specialist**
 Job Family: **Business Services: Operations**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **1502**
 FLSA Status: **Non-Exempt**
 Pay Range: **G14**

SUMMARY: Providing direct support to the Safety & Security department with all administrative matters relevant to the daily functions of the Safety and Security department including communication of general information to department personnel, performing general administrative duties relevant to acquisitions, installations, and coordination of payment and reimbursement documents for vendors. Training staff members district-wide on systems used within Safety and Security, being cross-trained to assist with administrative duties with Threat Assessment processes, and helping fill in our Comm Center to assist with calls during crisis situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Job Tasks Descriptions	Frequency	% of Time
1. Works with Business Services Behavioral Threat Assessment Coordinator and Learning Services (Intervention Services and Crisis Response) staff to develop and implement ongoing, coordinated professional training and development program for all stakeholders on all safety and security programs impacting the students and staff of Adams 12 Five Star Schools.	D	35%
2. Assist with organizing and participating in department projects, which may include facilitating department related events. Maintains department calendar/schedules and filing systems. Coordinates appointments, schedules locations, generates letters, issues and maintains records of building keys and other district items. Order supplies for the department. Coordinates travel arrangements including airline, hotel, and travel expenses. Provides backup assistance and coverage for other areas as needed.	D	20%
3. Responsible for managing, customizing, and configuring complex departmental databases through the use of district technology systems. First point of contact for district staff regarding these systems and/or support issues, questions, and concerns.	D	15%
4. Assist or personally train and update all levels of school personnel and partner agencies on district safety, security, and threat assessment policies. Notify schools and partner agencies on policy updates and decisions as they relate to the safety and security of students and staff of Adams 12 Five Star Schools, and ensure consistent communications.	D	15%
5. Responsible for verifying reports used for billing, and invoices with the department. Distribute reports when needed by departmental leadership. Monitors annual budget, generates purchase orders, manages purchasing card accounts and transactions, pays invoices, and prepares and processes billing for internal/external customers for department services. Pursues receipt of overdue amounts and prepares support documentation for recovery of amounts.	D	5%
6. Maintain and update all personnel changes, including FTE changes, resignations, terminations, leave of absence, transfers, and retirements. Work with department leadership on the foregoing activities.	D	5%
7. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Must be a minimum of 18 years old.
- Minimum of five years of experience in clerical and office support.
- Minimum of three (3) years of experience in school safety, school counseling, or school mental health.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Demonstrated history of advanced customer service, communication and interpersonal skills.
- Ability to promote and follow Board of Education policies, District Policies, School and Department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of district information technology systems and any other department specific software and equipment required within two (2) months after entering position
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, Email, etc

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	POSITION TITLE	JOB CODE
	Director, Safety and Security Services	5083

Direct reports:	POSITION TITLE	# of EMPLOYEES	JOB CODE
	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Monitors annual budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute				X
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	