

# SCHOOL DISTRICT OF DESOTO COUNTY

## DISTRICT SCHOOL SAFETY SPECIALIST

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Bachelor's Degree in Criminal Justice, Criminology, or a related field.
- (2) Five (5) years of successful experience as a law enforcement officer or in the fields of security and/or investigative work. (More than 5 years of successful experience in these areas may substitute for a Bachelor's Degree)
- (3) Qualified to carry and use weapons and equipment appropriate for the job.
- (4) Experience in conducting threat assessments, exercising authority, enforcing strict rules, and managing compliance issues in the workplace.
- (5) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida Statutes and local School Board Policies related to school safety. Ability to develop new policies and procedures to address emerging school safety issues. Ability to use current technology to maintain records and obtain data and information. Possess strong interpersonal skills, including the ability to listen, communicate orally and in writing, and use sound judgment. Ability to relate to young people in a positive manner. Ability to establish relationships with outside agencies that can assist in establishing and maintaining school safety.

#### REPORTS TO:

Superintendent of Schools

#### JOB GOAL

To maintain a high level of emergency preparedness, safety, and security in the district schools and other properties.

#### SUPERVISES:

(N/A)

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Plan, direct, and implement the District's safety and security program.
- \* (2) Coordinate activities of employees providing additional security at school sites.
- \* (3) Compile, analyze, and report data pertaining to violence, vandalism, substance abuse, criminal mischief, and other safety concerns.
- \* (4) Formulate and recommend general safety policies and measures to be followed by students and employees.
- \* (5) Inspect district facilities to make risk and threat assessments.
- \* (6) Support and facilitate emergency preparedness training programs for all students and staff.
- \* (7) Support schools with the implementation of behavioral and mental health services.

## DISTRICT SCHOOL SAFETY SPECIALIST (Continued)

\*(8) Lead or participate in diverse work groups, task forces, or committees created to address safety and security concerns.

\*(9) Perform other duties as assigned.

### Employee Qualities/Responsibilities

(10) Follow attendance, punctuality and proper dress rules.

(11) Maintain confidentiality regarding school/workplace matters.

(12) Model and maintain high ethical standards.

(13) Demonstrate adaptability when performing under stressful situations or when confronted with persons acting under stress.

(14) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### Inter/Intra-Agency Communication and Delivery

(15) Communicate safety information and concerns with administrators, staff members, and other relevant individuals and agencies.

(16) Facilitate or participate in periodic staff meetings to ensure inter-departmental communication and awareness about safety issues.

(17) Communicate state laws, district policies, and safety programs to parents and the public.

(18) Respond to inquiries and concerns in a timely manner.

### System Support

(19) Exhibit the interpersonal skills necessary to work as an effective team member.

(20) Demonstrate support for the school district and its goals and priorities.

(21) Exercise pro-active leadership in promoting the District's vision and mission

(22) Promote school safety programs within the schools and among the public.

(23) Demonstrate initiative in identifying potential problems or opportunities for Improvement in school safety.

(24) Prepare all required reports and maintain all appropriate records.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### PHYSICAL REQUIREMENTS:

Exerting 100 pounds of force occasionally and/or 50 pounds of force regularly to move objects or individuals. Ability to physically restrain individuals as a safety precaution.

### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

### COMPENSATION:

Compensation for this position is Administrative Range I

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.