

Safety & Security Liaison

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| DEPARTMENT: | Safety & Security | REPORTS TO: | Director of Safety and Security |
| WORK SCHEDULE: | 10 months | COMPENSATION: | Support Salary Schedule |
| FULL/PART TIME: | Full Time | FLSA STATUS: | Non-Exempt |

Position Description

The Safety & Security Liaison provides a visible presence around the campus to maintain the safety and security of students and staff of Kirkwood School District. Directs visitors to their destination and ensures the district property is restricted to authorized persons.

| Task Title | Essential Job Functions | Percent of Time Spent |
|---------------------|---|-----------------------|
| Safety and Security | <ul style="list-style-type: none"> • Greet people entering the campus. • Stop unauthorized people/vehicles from entering campus. • Report suspicious people/vehicles to Security & Administrators. • Patrol open areas of campus and parking lots. • Direct traffic and give directions as necessary. • Sign in visitors and vendors. Accompany them to their destination as needed. • Check and secure interior/exterior doors and remove items in the doorway(s) that could be used as a prop. • Assist with safety drills. • Assist with any issues on campus back-up faculty in classroom emergencies. | 60% |
| School Support | <ul style="list-style-type: none"> • Supervise hallways, gyms, cafeteria, outside areas of campus, and other assigned locations. • Support before school and after-school services as needed. Assist with pick up and drop off in the morning and the afternoon. • Promote good relations so that students and staff are aware that support services are available for maintaining discipline. • Gather information regarding school security and behavior code violations. Produce reports. • Act as a back-up to administrator on duty and commons supervisors. | 40% |
| Other | <ul style="list-style-type: none"> • Other duties as assigned. | |

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees.
- **Supervisory Activities:** None.
- **Budget Signing Authority:** No budget signing authority.
- **Decision-making Authority:** Decisions impact individual work/job tasks

Qualifications

Required

- **Education:** High school diploma or equivalent.

Preferred

- **Previous Work-Related Experience:** One or more years of experience working with teenagers, one or more years of experience working in security
- Crisis prevention/CPI training

Knowledge & Skills

Knowledge

- **Basic:**
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications.
 - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.
- **Intermediate:**
 - Administrative: Administrative and office procedures, functions and basic office tasks,
 - Customer and Personal Service: Principles and processes for providing customer and personal services.
 - Law/Government: Local, state, and national laws and government regulations including KSD Board of Education policy.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Speaking, Active Listening, Critical Thinking, Social Perceptiveness
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Reading Comprehension, Writing, Active Learning, Monitoring, Coordination, Persuasion, Service Orientation
- **Occasionally (Up to 2.5 hours or 32% of the day):** Time Management, Complex Problem Solving
- **Rarely: (Less than 1 hour or 12% of the day):** Learning Strategies, Instructing, Negotiation, Judgment and decision making, Systems Analysis, Systems Evaluation

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Walking, Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Standing, Finger Dexterity

- **Occasionally (Up to 2.5 hours or 32% of the day):** Balancing, Sitting
- **Rarely: (Less than 1 hour or 12% of the day):** Carrying/Lifting, Climbing, Multi-limb Coordination, Pulling/Pushing, Reaching, Repetitive Motion, Color Vision

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Medium work:* Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working Environment

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: May 12, 2024