Adams12 Five Star Schools

Job Description
Prepared/Revised: July 2026

Job Title:	**School Security Liaison**	Job Code:	**3044**
Job Family:	**Non-Certified**	FLSA Status:	**Ex –A**
Pay Program:	**Administrative**	Pay Range:	**L09**
Typical Work Year:	**11 months**		

SUMMARY: Provide a safe and secure learning and working environment for all students and staff of Adams 12 Five Star Schools through collaboration with multiple public safety agencies and school leadership. The position provides direct support to district schools through the equitable and inclusive application of district policies and ensures schools maintain a high level of emergency preparedness.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Support security operations and assist school administrators with ensuring school security operations provide a safe and secure learning environment at their school. District liaison to law enforcement, fire, EMS, and other first responder agencies.	D	40%
2. Delivers training programs on safety and security issues for school administrators, Campus Safety Monitors, students, staff, and the community. Make recommendations to update training material as needed.	D	20%
3. Respond to schools 24/7: must be able to be on-call after hours and on weekends to assist with emergency response and crisis management; investigate crimes against students, staff, and district facilities; perform specialized undercover/covert investigations when necessary.	D	15%
4. Ensure the enforcement of local, state, and federal laws and regulations relating to K-12 school security operations. When applicable, represent Adams 12 Five Star Schools in local, state, and federal law enforcement and public safety meetings.	D	10%
5. Assist with the district-wide threat assessment process, evaluation of student safety plans, organization of disaster exercises, and readiness of district emergency teams. Assist with training students and staff on district emergency protocols.	D	10%
6. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in law enforcement, security, emergency planning, social sciences, criminology, or related field preferred.
- Minimum of five (5) years of experience in law enforcement, security, or emergency management.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver's license required.
- A copy of an individual Motor Vehicle Record must be submitted at time of application.
- POST Certification, Military Police, or similar certifications required to carry concealed firearm and to conform to applicable laws, district policies, and insurance carrier requirements necessary to do so.
- Incident Command Systems and response ICS 100, ICS 200 required within two (2) years of entering position.
- Required to successfully qualify with all firearms carried, per the Commission of Accreditation for Law Enforcement Agencies (CALEA) Standards, Section 1.3.10. Qualification will be completed every (6) months and a passing score is required, within no more than two attempts.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of law enforcement activities, including patrol, investigation, K-9, and tactical operations.
- Knowledge of emergency preparedness, crisis response, and training.
- Experience with relevant statutes that law enforcement might be exposed to.

- Ability to work on-call, including nights and weekends as needed.
- Working knowledge of drug and alcohol detection equipment.
- Working knowledge of Colorado juvenile code and criminal statutes.
- Proficiency with the district's electronic security systems within two (2) months of entering position.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to travel among district facilities and into the community.
- Knowledge of business principles, such as purchasing, materials/logistics management, and business and contract law.
- Ability to promote and follow Board of Education policies, District Policies, and building department procedures.
- Ability to stay current with district policy, standards, and training in the area of data quality, data privacy, and cybersecurity with respect to students and staff data, and related information systems.
- Ability to communicate effectively and conduct public presentations to various audiences.
- Ability to interact and work effectively and cooperatively with all people, including those from diverse backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Knowledge of federal, state, and local laws to interpret and disseminate emergency response and crisis management regulations.
- Ability to organize and motivate high-level employees to work together to achieve common goals.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and necessary software applications such as Google platforms and peripherals.
- Operating knowledge of computer-based closed circuit television systems
- Operating knowledge of burglar/fire alarm systems, computer/sensor, and monitoring systems within six (6) months of entering the position.
- Operating knowledge of two-way wireless communications within one (1) year of entering the position.
- Operating knowledge of district information technology systems and any other department-specific software and equipment required within two months of entering the position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Security Services Manager	3055

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

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environmental 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 accommodation 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

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			
50 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)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

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