



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Community Outreach Officer
Payroll/Personnel Type:	12 Month
Job #:	525
Reports to:	Director of School Safety
Shift Length:	8 Hour Eligible
Union Eligibility:	Yes
Starting Salary:	\$50,000

Position Summary:

Under the direction of the Director of School Safety and Security, plans and implements community outreach programs and information campaigns; provides reciprocal communication between the school safety and security department and the community; assists in public information campaigns. Promotes school safety through education, communication, prevention initiatives, and community engagement.

Essential Functions:

- Develops implements, maintains, and coordinates the media activities of the School Safety and Security Department as it relates to community engagement and safety outreach programs. Works on public safety information campaigns; accommodating reciprocal communication between the school safety and security department and the community.
- Maintains an awareness of local issues of community interest, monitors media coverage; disseminates information to the Director of the School Safety and Security Department, department staff, district employees, School Principals, and others as needed basis
- Educate students about personal safety, bullying, threats, and responsible behavior. Promote awareness of emergency procedures and reporting of suspicious activity. Support violence prevention and conflict-resolution programs. Coordinate safety presentations with school personnel and appropriate public safety agencies
- Attend parent meetings, District events, and community engagement forum, conduct community and campus wide presentations, and obtain feedback.
- Conduct tours of the School Safety and Security department facilities and disseminate safety information and hold safety awareness town halls.
- Coordinates with the Office of Institutional Advancement on issues concerning School Safety and Security matters in conjunction with current events that may be or become School District issues. Coordinates with Executive Director of Communications public information officer regarding issues and events of current media interest
- Conducts research on assigned topics as directed by the Director of School Safety and Security.
- Attend community-based meetings on behalf of the School Safety and Security Director, such as neighborhood meetings, advocacy group meetings, citizen advisory group meetings, etc. Maintain accurate records of outreach activities, referrals, meetings, and program outcomes
- Support athletic events, dances, graduations and other district activities and promote positive interactions
- Serve as a Safety and Security Department lead officer in responding to critical incidents, emergency operations, and special events. Lead and supervise other officers
- Attend safety and security and operational leadership meetings.
- Travel in a district vehicle to all sites and locations
- Performs all other duties as assigned



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Knowledge, Skills, and Abilities:

- Communications skills with special emphasis on public relations, customer service, and relationship development
- Ability to write incident reports for submission to management
- Ability to analyze facts and determine action using a range of procedures within limits of standard practice
- Possess strong interpersonal skills, effectively work and interact with others
- Develop, implement, promote, and maintain a positive department image
- Develop, implement, and maintain a system of best practices in the area of communication and public relations
- Independent judgment and personal initiative
- Understand pertinent federal, state, and local laws, codes, regulations, and policies • Understand, interpret, and apply general and specific administrative and departmental policies and procedures
- Research, analyze, and interpret data
- Keyboard at a speed necessary for successful job performance
- Capacity to work under pressure with frequent interruptions and a high degree of public contact by phone or in person
- Good judgment and appropriate discretion in maintaining critical and sensitive information, records, and reports
- Awareness and appreciation for the cultural diversity of the community
- Communicate clearly and effectively in writing and orally including public presentations to small and large audiences

Experience:

- Minimum of two years of job-related experience
- Specialized training in security procedures and the use of security equipment
- Successful completion of a firearms training course

Education:

- High School Diploma or the Equivalent (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Will visit school campuses and attend community meetings and engagement events on and off school campuses



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
_____ Human Resources		_____ Date	

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.