



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

Position Title:	Safety Officer III
Payroll/Personnel Type:	12 Month
Job #:	523
Reports to:	Director of Safety and Security or Designee
Shifts:	Day, Overlay, Evening, & Night
Union Eligibility:	Not Eligible
Contract Eligibility:	Not Eligible
Salary:	\$68,000-\$69,366.80

Position Summary:

The position of Safety Officer III is a non-union, non-exempt supervisory position, having the responsibilities of overseeing the duties and activities of all school safety and mobile officers assigned to the Saint Louis Public School System and reporting directly to the Director of Safety and Security or their designee.

Essential Functions:

- Provide leadership, guidance, training, and direction to all School Safety Officers (i.e. Safety Officers I and II) to ensure adherence to district expectations, school policies, and operational procedures.
- Conduct inspections and evaluations of School Safety Officers (i.e. Safety Officers I and II) to ensure professional performance, compliance with policies, and proper uniform attire and licensing requirements.
- Supervise School Safety Officers (i.e. Safety Officers I and II) and monitor daily operations to ensure effective coverage and compliance with departmental standards.
- Initiate, investigate, document, and/or review complaints involving violations of school policies, criminal activity, or department procedures occurring on school property, as directed by the Security Director.
- Ensure all incident reports related to school policy violations, criminal acts, and safety concerns are accurately prepared, reviewed, and forwarded to the appropriate department, administrator, or external agency promptly.
- Identify, document, and address department violations, including administering and/or recommending corrective or disciplinary action when deficiencies are observed.
- Assist with the review and approval of departmental reports and related documentation.
- Coordinating with the Emergency Preparedness Management team and the Director of Safety of Security to ensure all emergency operations plans and required school-based drills (i.e. fire drills, tornado, earthquake, intruder drills, etc.) are completed and implemented in accordance with District standards.
- Maintain assigned vehicle and ensure all required inspections and maintenance are completed in accordance with vehicle guidelines.
- Operate district vehicles in compliance with all city, state, and federal driving regulations.
- Maintain all required security licenses and certifications and adhere to all applicable private security standards and regulations.
- Perform other duties as assigned.



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Knowledge, Skills, and Abilities:

- Knowledge of school safety and security practices, emergency response procedures, district policies, and applicable local, state, and federal regulations.
- Ability to analyze situations, exercise sound judgment, and determine appropriate action within established procedures and guidelines.
- Ability to lead, train, supervise, and effectively collaborate with staff, students, families, law enforcement, and community stakeholders.
- Ability to investigate incidents, prepare accurate reports, maintain confidentiality, and address performance or disciplinary concerns professionally.
- Strong organizational, communication, problem-solving, and conflict-resolution skills, with the ability to effectively work and interact with others in a diverse educational environment.

Experience:

- Have a minimum of two years of continued service as a permanent Safety Officer II within Saint Louis Public Schools (preferred)
- Have two years of experience with an accredited law enforcement agency (preferred)
- Maintain and follow all Private security firearm guidelines regarding storage, usage, and training (required)
- Pass annual and pre-annual firearm qualifications (required)

Education:

Bachelor's Degree (preferred)

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
- Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs
- Occasionally reaching with hands and arms, stooping, kneeling, crouching and crawling and must be able to pull up to 30 pounds with no assistance
- On occasion may be required to perform stressful and physical activity

Working Conditions and Environment:

- Work is routinely performed in a typical interior/school environment
- Must work a rotational 90-day shift in designated areas.
- Shift assignments will be designated as morning, overlay, evening, and night patrol.
- Must be able to perform his/her duties in inclement weather conditions
- May be exposed to or required to handle sensitive and confidential information
- Hours and shifts are subject to change based on the needs of the Department
- Attendance at Board Meetings or other extra activities is required
- Must be able to work any shift assigned.
- Must be prepared to cover other duties as assigned.



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- Must be willing to work other duties as assigned.

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.