Position Title:	Safety Officer I
Payroll/Personnel Type:	12 Month
Job #:	521
Reports to:	Safety Officer III
Shift Length:	8 Hour Day
Union Eligibility:	Eligible

Position Summary:
Perform the duties required to ensure an environment in all district locations and properties that is safe and conducive for learning and teaching.

Essential Functions:

- Inspect on-site safety officers for the adherence to their duties, policies and procedures
- Tour buildings and properties, examining doors, windows, gates, etc. to ensure they are secure
- Scan the facilities for security weaknesses and fire hazards, correcting immediately if possible or reporting appropriately
- Maintain a visible and accessible presence to students and faculty
- Survey immediate vicinity of school property and neighborhood to ensure safety of the students and personnel
- Investigate violations of law that occur on school property, assist the victim, as appropriate, and provide information to police when needed
- Operate the walk-through and hand-held metal detectors to scan students, employees and visitors, following appropriate protocol for any alarms or problems encountered
- Detain persons who have allegedly committed a crime against school property or personnel for the proper authorities
- Assist school personnel during emergency situations; assist police officers and other emergency personnel as needed
- Provide security at extracurricular activities as scheduled
- Inspect on-site safety officers for adherence to their duties, policies, and procedures
- Write comprehensive, concise investigative reports to document events
- Transport money to bank or accompany personnel on other travel requiring security
- Perform related duties or special projects as assigned

Knowledge, Skills, and Abilities:

- Ability to analyze facts and determine action using a range of procedures within limits of standard practice
- Ability to effectively work and interact with others

Experience:

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

Education:

- High School Diploma or 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
- Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs
- Occasional 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
- Site assignments are subject to change with short notice to ensure district needs.
- Must be able to perform his/her duties in inclement weather conditions
- May be exposed to or required to handle sensitive and confidential information
- Must be able to work any shift assigned.
- Shift work may be rotational.
- 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.