



NEW:
XX/XX/XXXX

Submitted:
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JOB TITLE:	EXECUTIVE ADMINISTRATOR SCHOOL SAFETY
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	JOB FAMILY II, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Administers and supervises the Office of School Safety. Supports Office of School Safety staff in providing a safe and secure environment through building and establishing meaningful relationships with students and staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Enforces federal, state, and local laws
Oversees the selection, training, and evaluation of assigned staff
Develops and monitors the effectiveness of policies and procedures in the Office of School Safety and initiates change
Monitors department monthly cost performance against budget and adjusts activities to meet budget restrictions
Monitors department data and prepares reports for review by the Superintendent and Board of Education
Focuses on implementation of the Triad model of school-based policing (officer, informal counselor, instructor) and determines needs to support both schools and Office of School Safety staff in the implementation
Engages in meaningful dialogue with Principals and other JCPS departments to identify professional development activities and strategies for Office of School Safety staff success
Identifies recurring barriers to program success and works with school and JCPS leadership to address these problems with particular attention to equity
Works closely with Principals and other administrative staff to foster a close relationship to effectively administer the Office of School Safety program
Monitors the patrol of District property to determine patterns in suspicious activity, unauthorized persons on campus, or unauthorized entry during and after school hours
Establishes new processes and procedures to address recurrent problems and work with Office of School Safety staff and members of Security team to address systemically
Responds to campus emergencies as needed to support Office of School Safety staff
Initiates and maintains relationships with other law enforcement entities in the area to ensure effective response and support to schools
Collaborates closely with Security division in maintaining these relationships
Assists other law enforcement agencies with incidents involving local criminal activity that may impact the safety of the District
Ensures that Office of School Safety staff conduct building assessments for schools; checks and secures doors, rooms, buildings and equipment
Assumes responsibility for overseeing payroll and overtime for Office of School Safety staff for non-emergency services for special events, including, but not limited to athletic contests and other after-hours student-involved events
Qualifies as required with district issued equipment

Monitors documentation of actions taken with students and parents in a formal setting including but not limited to arrests and citations
Provides testimony and presents evidence in legal proceedings, if necessary
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by Supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, reaching, with the ability to lift, carry, push or pull heavy weights the work requires activities involving exposure to marked changes in temperatures and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Master's Degree in Criminal Justice or Police Administration or a bachelor's degree with law enforcement leadership experience
Completed Department of Criminal Justice Training Basic Law Enforcement Academy
Certification by the Kentucky Law Enforcement Council- Peace Officer Professional Standards (POPS)
Eligibility for Kentucky Special Law Enforcement Officer (SLEO) Certification
Valid Driver's license
Effective written and oral communication skills

DESIRABLE QUALIFICATIONS
Knowledge of school system policies and procedures
Experience as a School Resource Officer
National or State Basic School Resource Officer Certification
Training in Crisis Intervention or Mental Health
Experience in a diverse work place