



New:
XX/XX/XXXX

Submitted:
XX/XX/XXXX

JOB TITLE:	OFFICER SCHOOL SAFETY
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 9
WORK YEAR:	200 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES
The Officer School Safety supports and facilitates the educational process by providing a safe and secure environment through building and establishing meaningful relationships with students and staff. The Officer School Safety works closely with students, parents, school personnel and community agencies to support teaching and learning in the schools. The Officer School Safety patrols district property to protect students, staff and visitors from physical harm.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Enforces federal, state, and local laws
Implements the Triad model of school-based policing (officer, informal counselor, instructor)
Works closely with the Principal and staff of the school to foster a better understanding of the law enforcement function to maintain a secure learning environment; works proactively with the school's leadership team and collaborates with the school's administrative team on safety protocols and procedures
Works with school counselors and other student support staff to assist students and provides services to students involved in situations where referrals to service agencies are necessary; assists in conflict resolution efforts
Provides classroom presentations on crime prevention and fundamental concepts and structure of the law; teaches law-related education, de-escalation techniques, and conflict resolution to students and staff
Patrols District property for suspicious activity, unauthorized persons on campus, or unauthorized entry during and after school hours
Serves as the initial first responder for campus emergencies and maintains control of emergency incidents requiring law enforcement intervention until relieved by police or fire department command personnel
Initiates positive interactions with students in the classroom and general areas of the school building; serves as a positive role model and increases the visibility and accessibility of police to the school community
Assists other law enforcement agencies with incidents involving local criminal activity that may impact the safety of the environment for students and staff
Provides instructions and directions to others as it pertains to law enforcement matters and emergency situations
Conducts security building assessments for schools; checks and secures doors, rooms, buildings and equipment
Assists with 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
Documents all actions taken with students and parents in a formal setting
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
High School diploma or G.E.D.
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 workplace