



REVISED: Submitted:
03/19/2025 03/18/2025
02/16/2022 02/15/2022

JOB TITLE:	OFFICER SCHOOL SAFETY
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1C, GRADE OSS
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8091
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES

Supports an assigned set of schools and patrols those schools by car; is available to the assigned schools and participates in maintaining a safe and orderly school environment. Acts as a liaison between the school and local law enforcement. Participates in monitoring District property and facilities and provides protection for students and faculty by patrolling school grounds. Maintains proper training and certification to serve as an armed, sworn law enforcement officer.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts routine security inspections of all District property within assigned area

Reports incidents to appropriate personnel and prepares reports of incidents which occur on District property

Responds to calls for assistance

Transports personnel and materials as directed by Security and Investigations

Guards specific locations as assigned

Secures windows/doors utilizing provided materials as needed

Conducts facility inspections of physical plant during inclement weather

Secures and maintains crime scenes until relieved by District security staff

Responds to emergencies in schools, District facilities, on buses, and serves as Incident Liaison with local law enforcement

Responds to and collaborates with Safety Administrator to maintain a safe environment

Provides support at extracurricular and school-sponsored events

Performs all other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

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, climbing, 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.~~

This work is conducted in an office, school, warehouse, production/assembly line setting, and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crawling, The following physical activities are required occasionally (up to 50% of the workweek): bending, crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School diploma or G.E.D

Must be 21 years of age

Effective communication skills

Valid driver's license

Meets minimum entrance qualifications for School Resource Officer commission to be hired in "Recruit" status

Meet qualifications for Peace Officer Professional Standards (POPS) certification to obtain "Officer" status

DESIRABLE QUALIFICATIONS

Knowledge of school system policies and procedures

SRO basic training

Experience in a diverse workplace



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REVISED: Submitted:
 03/19/2025 03/18/2025
 11/15/2023 11/14/2023

JOB TITLE:	OPERATOR RADIO (SECURITY)
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8786
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Performs emergency and non-emergency school safety communications. Accurately transmits and receives public safety emergency and informational calls, dispatches school safety units and maintenance vehicles. Monitors computer alarm and energy management system.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Operates a multi-channel, two-way radio base system, public safety radio systems, and other peripheral equipment such as computer-aided dispatch to receive and dispatch coded complaint calls, and service runs to public safety field units

Verifies situations requiring immediate action

Advises responding field units of relevant information regarding public safety and broadcasts all supplemental data necessary to assist field units and communicates changes in conditions and situations which impede departmental response calls

Records all radio communications, keeps log of various types including personnel who enter closed schools, and all burglar alarms

Receives emergency and non-emergency calls telephone communication at the C.B. Young Service Center and refers information to proper authorities

Alerts maintenance personnel regarding alarms and emergency call outs

Monitors computer systems of security and energy management

Maintains working relationship with Metro Safe and local emergency response agencies

Determines need for emergency callout of Board employees during abnormal hours

Receives all incoming communication for Board of Education during abnormal hours

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Regular, predictable performance is required for all performance responsibilities.

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction.

PHYSICAL DEMANDS

~~The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, reaching with the ability to lift, carry, push or pull light weights.~~

This work is completed in an office setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are

no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): crouching, lifting up to 20 lbs., pushing up to 20 lbs., and pulling up to 20 lbs. The following physical activities are required occasionally (up to 50% of the workweek): bending, driving, standing, and walking. Feeling, grasping, and reaching are required frequently (up to 75% of the workweek). Hearing, repetitive motions with hands, talking, and visual acuity is required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Twenty-one (21) years of age
Driver's License
Certified Kentucky Telecommunicator issued by Department of Criminal Justice and Training
At least one successful year of radio operations experience
Two (2) years of experience in keyboarding and computer skills
Must receive Telecommunicator certification issued by the Department of Criminal Justice Training within six (6) months of employment
Effective communication skills
Experience in a diverse workplace

DESIRABLE QUALIFICATIONS
Three years successful radio operations experience
Department of Criminal Justice and Training Kentucky Telecommunicator Certificate
Word processing skills



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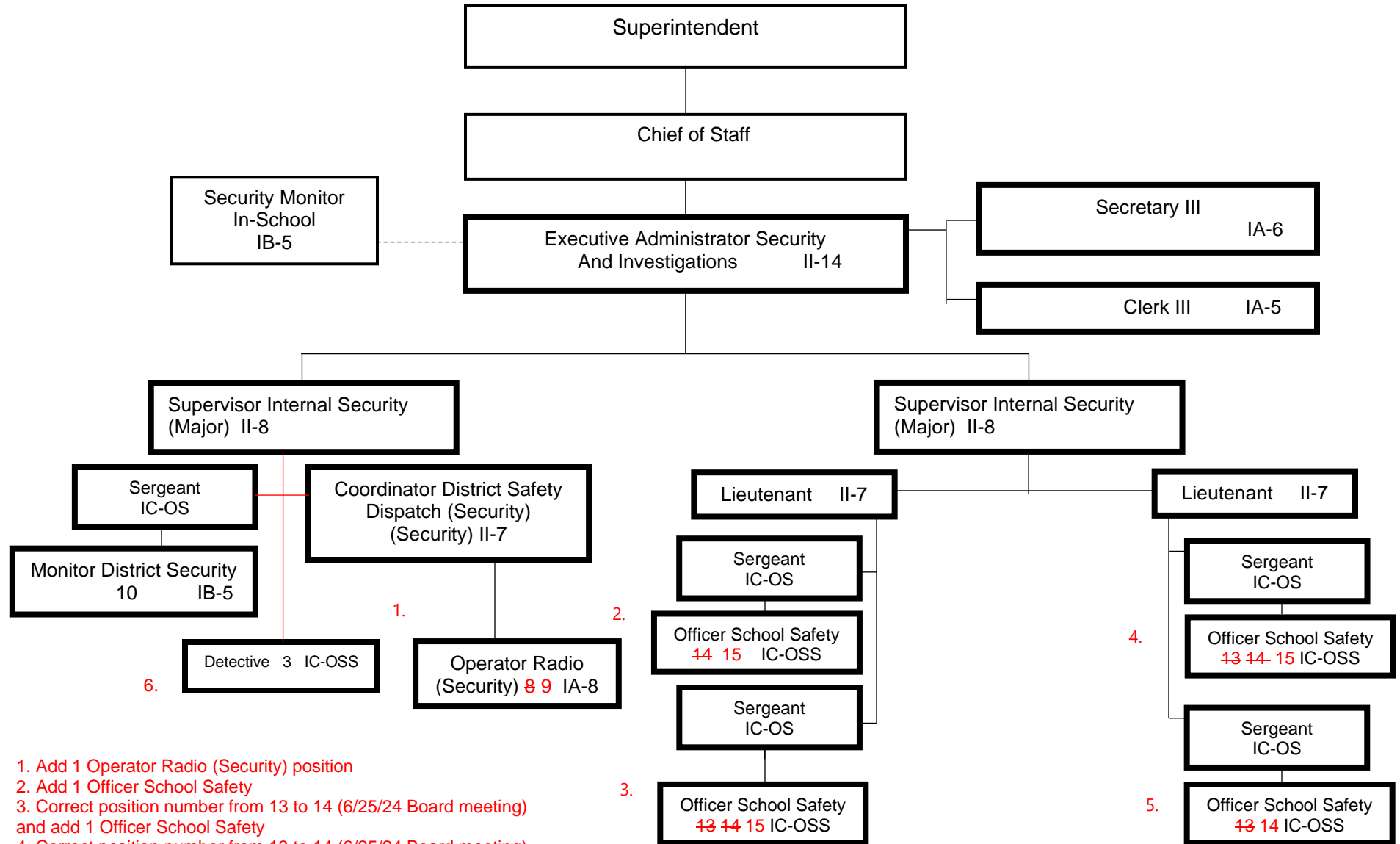
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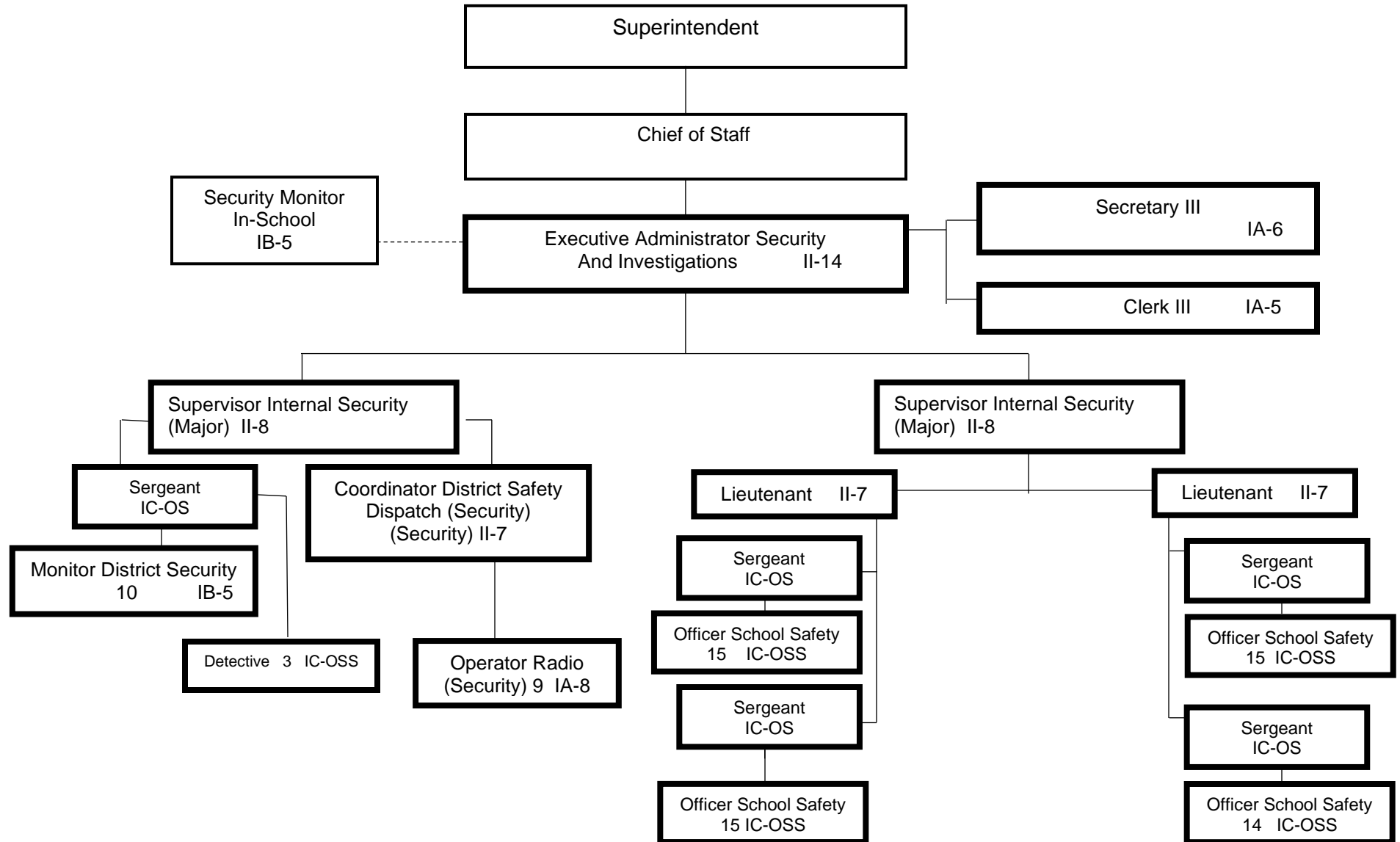
1. Add 1 Operator Radio (Security) position
2. Add 1 Officer School Safety
3. Correct position number from 13 to 14 (6/25/24 Board meeting) and add 1 Officer School Safety
4. Correct position number from 13 to 14 (6/25/24 Board meeting) and add 1 Officer School Safety
5. Add 1 Officer School Safety
6. Change reporting relationship from Supervisor Internal Security (Major) to Sergeant

Summary:

General Fund Positions: ~~84~~ 95
Categorical Fund Positions: 0

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Submitted: ~~11/12/2024~~ 03/18/2025
Effective: ~~11/23/2024~~ 03/19/2025



Summary:
General Fund Positions: 95
Categorical Fund Positions: 0