



**EVANSTON/SKOKIE**  
SCHOOL DISTRICT 65

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## **Student Safety Specialist**

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Situated on the shores of Lake Michigan and just north of Chicago, Evanston/Skokie School District 65 is a pre-K through 8th grade public school district serving approximately 6,500 students from the City of Evanston and a small neighboring section of the Village of Skokie. The district represents a wide range of ethnic, economic, racial, and cultural backgrounds and serves a community that not only supports but truly embraces public education. District 65 focuses on educating the “whole child” and is deeply committed to social and emotional learning as well as fostering a safe and supportive school climate for our students

### **Department Summary:**

The Climate and Safety Team within the Academics Department is dedicated to ensuring safe, supportive learning environments across all District 65 schools. Our team provides comprehensive oversight of school safety protocols while fostering positive school culture and climate through strategic leadership and collaborative partnerships.

### **Key Functions:**

- Direct safety management and oversight of all district schools
- Strategic crisis intervention planning and response coordination
- Culture and climate assessment and improvement initiatives
- Collaborative guidance and support for district and school-based staff
- Stakeholder engagement to build strong community partnerships

We work closely with administrators, educators, families, and community members to create learning environments where every student can thrive academically, socially, and emotionally. Through proactive safety measures, positive behavior supports, and inclusive practices, we ensure that all District 65 schools maintain the highest standards of safety and cultivate cultures of respect, belonging, and academic excellence.

### **Job Summary:**

The Student Safety Specialist reports to the Director of Climate and Safety. This individual is responsible for developing, implementing, and maintaining safety initiatives, protocols, and practices to ensure a safe and secure learning environment for all students and staff. This individual will work closely with school administrators, security personnel, students, and external agencies to promote safety awareness and respond to safety concerns across the District.

### **The Student Safety Specialist will be responsible for the following:**

#### **Safety Operations & Security**

- Investigate, monitor, and report suspicious activity, theft, vandalism, and criminal activity to administration and law enforcement
- Conduct routine safety checks and monitor school perimeters to ensure secure environments
- Provide security coverage for school and district functions as requested
- Assist with building video monitoring through District 65 surveillance systems



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### **Emergency Response & Crisis Management**

- Support emergency operations planning and assist leadership with emergency response and recovery coordination
- Respond to emergency situations following established protocols and provide basic first aid when needed
- Support safety programs including district-wide safety drills aligned with FEMA emergency planning protocols
- Provide effective conflict resolution and crisis de-escalation support

### **Student Safety & Support**

- Assist in investigating potential violations of district/school rules and laws in cooperation with law enforcement
- Provide on-site supervision and support during student arrival and dismissal
- Participate in school-based discussions and building-level meetings regarding student and family safety

### **Collaboration & Assessment**

- Participate in school safety assessment walk-throughs
- Engage in building-level meetings regarding student and school safety
- Provide security for buildings hosting local elections

Additional duties may be assigned based on District 65 safety needs.

**In order to be successful, the Student Safety Specialist must possess the following qualifications:**

### **Position Qualifications:**

- Associates Degree from an accredited college or university is required
- Bachelor's Degree in Criminal Justice or a job-related field, from an accredited college or university is preferred

### **Position Qualifications:**

- 1-3 years of prior experience in security, emergency management, or a related field
- Prior experience in a school environment is preferred
- Agreement to satisfactorily complete American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) course within one year of employment



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### **Knowledge, Skills, and Abilities:**

#### **Leadership & Vision**

- Ability to articulate clear vision, establish high standards, and guide school leaders in achieving organizational expectations
- Comprehensive understanding of school leadership roles, responsibilities, and operational dynamics
- Demonstrated integrity, credibility, and courage to make necessary decisions in challenging situations

#### **Communication & Collaboration**

- Excellent verbal, written, and presentation communication skills
- Ability to build and maintain collaborative relationships with diverse stakeholders, including external partners
- Skilled in facilitating productive partnerships that enhance system-wide effectiveness

#### **Strategic Planning & Problem-Solving**

- Strong strategic planning capabilities with ability to establish short- and long-term vision, set measurable goals, and align activities toward achievement
- Proficiency in problem identification, data analysis, and development of evidence-based solutions
- Demonstrated understanding of educational best practices

#### **Conditions of Employment**

This position requires traveling to various school sites, work locations, and/or community organizations throughout the district.

**DISTRICT EXPECTATIONS:** All employees are expected to demonstrate regular and predictable attendance; to support the District's vision, mission, goals, and strategic plan; to engage in civility, respect, professionalism, and collaborative teaming; and to maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

**NOTE:** School Board Policy ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, gender, religion, national origin, marital status, sexual orientation, gender preference, political beliefs, social/family background, disability or age.

#### **PHYSICAL DEMANDS:**

Physical Activities: Standing, walking, sitting, handling, keyboarding, talking, and hearing

Lifting Demands: Up to 35 pounds

Reaching Activities: Both dominant and non-dominant hand; overhead.

Environmental Conditions: Noise Intensity 3 moderate