

# Kalamazoo Public Schools

Every child. Every opportunity. Every time.

**Lead Campus Safety Officer**  
**Kalamazoo Central and Loy Norrix High Schools**  
**Up to \$25.11/hour**  
**10-Month, 180 Days**

### **Scope of Responsibilities**

The Lead Campus Safety Officer maintains a safe and secure educational environment for the students and staff in collaboration with other campus safety officers, building administrators, and behavioral support staff. Duties include monitoring hallways, managing crowd control at major events, assisting building administration with student discipline matters, including investigation and preparation of incident reports.

### **Performance Responsibilities**

1. Works cooperatively with the school resource officer and local law enforcement agency to maintain a safe and secure educational environment for the students and staff.
2. Assists students in situations of stress, anger, or special needs.
3. Provides security during and after school events, extra-curricular activities, and weekend events.
4. Patrols school campus grounds and other areas that warrant observations.
5. Investigates student violations of school regulations following KPS guidelines, as requested.
6. Assists building administrator(s) in matters of physical safety, including emergency procedures, building evacuation, and the protection of all during times of physical threat.
7. Communicates effectively over two-way radio systems while initiating and responding to radio communications, often under adverse conditions.
8. Investigates any violation of school regulations, ordinances, state statutes, or federal laws under school jurisdiction and prepares a well-written school report.
9. Performs other duties as assigned.

### **Minimum Qualifications**

1. The successful candidate will have a High school diploma or GED equivalent.
2. Possess knowledge of safety, security, and law enforcement practices and procedures.
3. Successfully understand and follow oral and written instructions.
4. Ability to maintain confidentiality.
5. Proven experience working well with other campus safety officers and school staff while complying with the position's duties.
6. The candidate has proven knowledge of restorative practices and verbal de-escalation.
7. Possess and maintain First Aid certification.
8. Possess good communication and writing skills.
9. Evidence of desirable work record (i.e., good attendance record, exemplary job performance, flexibility).

### **Preferred Qualifications**

1. Prior experience as a police officer, military officer, or security officer preferred.
2. Trained in the following: (a) de-escalation; (b) student search and seizure; and (c) fire suppression and hazardous materials.
3. Comprehensive knowledge of school policy/procedures.
4. Possess current knowledge of anti-bullying and cyber-bullying laws.
5. Up-to-date on most recent training in CPR, First Aid, and Automatic External Defibrillation (AED) use.
6. Possess comprehensive knowledge of Public Act 102 and Family Educational Rights and Privacy Act (FERPA).
7. Criminal justice background.

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