



SPECIALIST, SAFETY AND SECURITY

Rev. Jan 2025

Job No.: D346

Reports to: Senior Director, Safety and Security

Dept./Campus: Safety & Security

FLSA Status: Non-exempt

Pay Grade: D3

Term: 226 Days

This department and position will transition to the Leander ISD Police Department and Sergeant once approved by the Texas Commission on Law Enforcement.

PRIMARY PURPOSE:

To guide and support police officers and staff to ensure that they perform their duties in accordance with state and federal laws, as well as departmental and district policies. Support day-to-day operations of the department and responsible for planning assignments, schedules, establish priorities, organize work.

MAJOR RESPONSIBILITIES AND DUTIES

- Train officers to perform duties in accordance with local, state, and federal laws as well as departmental and district policy.
- Monitor the police radio and respond to calls for service in a timely manner. Ensure that officers are responding to calls and disposing of them in an appropriate and timely manner. Facilitate the proper distribution of resources to ensure that manpower is assigned efficiently and effectively.
- Conduct security assessments of schools and district facilities. Control emergency situations and begin incident command procedures.
- Establish and develop memorandums of understanding with other agencies that will provide for the access and utilization of resources in the event of an emergency both man-made or natural.
- Assign personnel to investigate and follow up on all cases involving incidents of criminal and noncriminal activity on and around district property. Prepare and submit statistical data and provide it to the proper district personnel with the appropriate recommendations. Develop and implement programs targeted at providing a safer and more secure environment.
- Coordinate enforcement activities with outside law enforcement agencies, other department directors, and campus principals and work cooperatively to develop and implement preventative security programs and other safety programs.
- Knowledge and enforcement of all laws and ordinances within the scope of board policy and the jurisdiction of the district.
- Investigate criminal activities within the district's jurisdiction and support other agencies conducting investigations.
- Serve as district liaison to state and local law enforcement agencies and juvenile authorities and represent the district on assigned committees and task forces.
- Follow district safety protocols and emergency procedures.
- Interface with governmental agencies, business, and civic organizations, and the community to provide needed information and to promote the district's initiatives.
- Select, train, supervise, and evaluate staff, ensure effectiveness, and make sound recommendations relative to assignment, retention, discipline, and dismissal.
- Foster collegiality and team building among department employees; encourage active involvement in the decision-making process by all department employees; communicate expectations for high-level performance to staff; recognize staff achievements; and ensure effective and quick resolution of conflicts among department employees.
- Facilitate communication and collaboration among assigned department staff and campus administrators to enhance service delivery, program development, and customer satisfaction.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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- Participate in professional development that increases effectiveness and improves District performance.
- Provide staff training in safety and security.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required, including affidavits for arrest, incident reports, and activity reports.
- Serve on District committees especially those related to safety and security.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervise and manage subordinate personnel.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Education, training courses and service years to support.
- Intermediate TCOLE certificate required.
- High School diploma or GED required. An associate degree is preferred.
- Must be able to meet the district vehicle liability policy requirements and maintain a current Texas driver's license.
- Minimum of four (4) years of work experience as a police officer is required.
- At least one (1) year in a Commission on Accreditation for Law Enforcement Agencies (CALEA) or Texas Police Chiefs Association (TPCA) certified law enforcement agency is preferred.
- Supervisory experience is preferred.

Knowledge, Skills and Abilities

- Advanced knowledge of the overall operations of a police department.
- Advanced knowledge of criminal investigations, police report writing, and criminal law.
- Ability to manage personnel.
- Training and ability to subdue offenders, including use of firearms and handcuffs.
- Bondable as required by TEC §37.081(h)
- Knowledge of workplace safety requirements including applicable federal and state rules and environmental issues.
- Skill in independent judgment and application of procedures and tasks that are quite varied.
- Ability to compile and organize data and figures for senior staff as required.
- Ability to make decisions on routine and non-routine matters; recommending new solutions to problems and improving existing methods or generating new ideas.
- Ability to collaborate and problem solving; working with others to resolve problems, clarify or interpret information/policies, and provide initial screening/negotiations without approval authority; explore alternative and creative solutions to meet the needs of customers within the district's policies and guidelines.
- Ability to assess and diffuse/de-escalated customer issues; take personal responsibility and accountability for solving systemic customer service problems.

- Skill in organization; communication; conducting team efforts to design, implement, measure, and refine programs and services; delivery of services throughout the learning community, assigned area, and customers; and operating standard computer and software applications, including but not limited to electronic mail, word processing, spreadsheets, databases, and presentations.
- Ability to organize, communicate, and showcase interpersonal skills including the ability to manage multiple priorities and projects; manage staff, and coordinate various district related events.
- Ability to handle high stress situations.
- Skills in customer service; leading others in the resolution of highly sensitive and confidential issues on behalf of the department; act as a trusted advisor and becoming involved in the customer's decision making process including presenting alternatives and information and applying persuasion and negotiation skills in the resolution of problems; monitoring customer service standards.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Work involves considerable exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Work is normally performed outside in non-climate-controlled weather conditions.
- Work environment involves regular exposure to hazardous substances, physical risks, and dangerous situations.
- Often operates a computer and other office productivity machinery (i.e., a calculator, copy machine, and computer printer).
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Frequently communicates with other employees or the public.
- Must be able to exchange accurate information.
- Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints.
- Ability to organize and prioritize work schedules of others on a long-term basis.
- Ability to make decisions which have significant impact on the department's credibility, operations and services.
- Ability to compose material such as detailed reports, work-related manuals, publications of limited scope or impact and to make presentations outside of the immediate work area.
- Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact and to make formal presentations.
- Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Ability to carry and/or lift 45 pounds or more.
- May work prolonged or irregular hours.
- Frequent districtwide, statewide, and out-of-state travel.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.
- On call 24/7.

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