Job Title: School Marshal

Exemption Status/Test: Exempt/Professional Test

Reports to: Director of Safety and Security

Date Revised: 1/2024

Dept./School: Safety & Security

Pay Grade: SV6

Primary Purpose

Works to ensure the safety and security of Lovejoy ISD property, programs, and functions as well as support the emergency preparedness of the Lovejoy Independent School District campuses, facilities, students, staff and visitors. If required, assists local law enforcement agencies with investigations and provides support. Follow policies, directives, and standards of the District. Remains alert to emergency situations and provides first-line response.

Qualifications

Education/Certification:

High school diploma or equivalent; Bachelor's degree - preferred
Coursework, training or certification in public safety, school safety and security, emergency services, emergency management, Incident Command Systems, investigations and/or related areas - preferred
Valid Certification as a Peace Officer as prescribed by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) - preferred

Special Knowledge/Skills/Abilities:

Knowledge of emergency operations planning
Knowledge of NIMS and FEMA
Knowledge of health and safety programs and applicable laws
Knowledge of criminal investigations, police report writing, and criminal law
Working knowledge of security-related technology (security cameras, video exporting, access control systems, telecommunications, etc.)
Strong public relations, organizational, communication, and interpersonal skills
Skill and effectiveness in working collaboratively with others in developing or implementing new programs, procedures and processes.
Implement policies and procedures; manage multiple priorities and projects; use computer and application software.
Exceptional work ethic, self-initiative and attention to detail.
Excellent judgment and the ability to make sound, reasonable decisions while under pressure.
Exceptional writing and verbal communication skills, including in the context of fact-gathering, investigation of incidents and drafting policies, procedures, training materials and informational reports.

Standards:

Pass a standard fitness exam annually (Cooper Test or Concept Two Rower / VO2 Test)
Obtain a passing score (90% +) on a pistol qualification course annually
Pass a psychological evaluation upon hire and every two years

Experience:

3-5 years in safety and security preferred

Major Responsibiliÿties and Duties

Safety and Security

1. Abide by school board policies and consult with and coordinate activities through the office of the Executive Director of Student Services/Designee.
2. Remain fully responsive to the chain of command in all matters relating to employment and supervision.
3. Report all matters concerning safety and security that may arise to the Director of Safety and Security (supervisor).
4. Discuss any ideas for new programs or services with direct supervisor prior to implementation at each respective campus.,
5. Develop safety/security related curriculum/presentations and present various subjects to parents, students, and staff at the request of supervisor and/or school personnel.
6. Attend meetings of parent and faculty groups to solicit their support and understanding of the School Marshal program and to promote awareness.
7. Participate in the development of plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school-related activities.
8. Take 'law enforcement' action if/when there is imminent threat of serious bodily injury and/or death, and notify supervisor immediately.
9. Notify supervisor as soon as possible; whenever practicable advise the Executive Director of Student Services/Designee before requesting additional enforcement assistance on campus.
10. Watch for and report irregularities, such as security breaches, facility and safety hazards, and emergency situations; contact emergency responders, such as police, fire, and/or ambulance personnel, as required.
11. Work in coordination with campus principals to develop and implement efficient, effective, and safe procedures and safety protocols including pick-up and drop-off processes.
12. Attend school functions and provide event/activity coverage on assigned campuses throughout the school year (may include irregular work hours).
13. Provide security for all district events and extra curricular activities being held within Lovejoy ISD, including those at Lovejoy High School.
14. Remain alert for the presence of unauthorized persons and/or security violations.
15. Examine doors, windows, fences and gates to ensure security; prepare incident reports, maintenance requests and/or proposals as needed.
16. Emphasize strategies for preventing school shootings and for securing the safety of potential victims of school shootings.
17. Develop and implement preventative security programs and other safety programs throughout the District.
18. Promote the positive relationship between District and police and fire departments as it relates to needs identified by the District.
19. Assist in conducting required Safety and Security audits and make recommendations as appropriate.
20. Manage department resource allocation to effectively support campus and District goals.

Training/Other

1. Complete required professional development training as set by the district and supervisor.
2. As part of being a Exempt Lovejoy employee, School Marshals must attend mandatory, regularly scheduled trainings, as directed by the Director of Safety and Security, to maintain proficiency and

knowledge of relevant Texas law and current and emerging practices relating to District safety, security, emergency planning/preparedness, investigations, and relevant technology.
***Note: Training will be mandatory unless otherwise approved by the Director of Safety and Security.*

3. Compile, maintain, and file all reports, records, and other documents required.
4. Maintain confidentiality and comply with policies established by federal and state law, State Board of Education Rule, and Local Board Policy.
5. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; standard instructional equipment;

Posture: Extended time on feet; occasional bending/stooping, pushing/pulling, and twisting;

Lifting: Regular light lifting and carrying (less than 50 pounds);

Mental Demands: Maintain emotional control under stress. Work in a fast- paced, high-intensity work environment efficiently and effectively with frequent interruptions. Frequent prolonged and irregular hours;

Environment: Occasional District Wide travel and occasional statewide travel.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name: _____

Employee Signature: _____ Date: _____