



## Job Description

Platte County School District

### District Safety Officer

#### **Purpose Statement**

The job of District Safety Officer is done for the purpose/s of providing armed support to the educational process by providing for the safety and welfare of students during classroom and non-classroom activities; monitoring personnel and/or visitors; and communicating observations and/or incidents that have a potential impact on the general well being of students, school personnel and visitors.

This job reports to Building Principal and Executive Director of Operations and District Safety Manager

#### **Essential Functions**

- Collaborates with various parties (e.g. school staff and district administration, local law enforcement personnel, representatives of local agencies, etc.) for the purpose of recommending and implementing comprehensive campus safety and security plans, providing information and/or taking action regarding investigations of potential violations of school policy that to ensures the overall safety and security of the school site and maintenance of a positive learning environment.
- Communicates safety and security policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.
- Escorts students, assigned personnel and/or visitors (e.g. classrooms, building, etc.) for the purpose of providing direction and ensuring their safety while on campus.
- Intervenes in potential conflicts between students or students and staff for the purpose of de-escalating aggressive behaviors, minimizing disruptions of campus activities and/or injury to involved parties.
- Investigates activities that may be in violation of school policies and/or an indication of possible criminal activity, as directed by building administrator, (e.g. unauthorized visitors, threats against students, possible violations of school policy, etc.) for the purpose of assisting law enforcement personnel, developing information necessary for determining action, and/or providing documentation.
- Leads radio and equipment inventory, organizes and participates in annual training, researches and implements school safety and security procedures and best practices, manages student vehicle parking information, and coordinates school drills and safety procedures with administration for the purpose of ensuring safety operations and preparedness.
- Maintains a visible presence throughout the assigned building for the purpose of by actively monitoring hallways, common areas, and other key locations promoting safety and security.
- Maintains a variety of files and records (e.g. building information, investigations, guidelines, emergency operations procedures, etc.) for the purpose of ensuring the availability of information for future reference and/or audit for compliance to established policies.
- Makes presentations to teachers, students and parents on various subjects that impact the learning environment (e.g. dangers of drug abuse and bullying, safety precautions and dangers, emergency drills, etc.) for the purpose of preparing staff and students with best practices in response to potential situations that could impact the safety of individuals and security of the school.

- Monitors district video surveillance and access control systems for the purpose of ensuring safety, investigating incidents, and providing footage for review on an as needed basis.
- Participates in personal property searches as requested by school administration (e.g. backpacks, vehicles, lockers, etc.) for the purpose of ensuring conformance to safety and security practices and/or referral of violations to appropriate parties for follow-up.
- Participates in district meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Patrols campus facilities, grounds and adjacent areas during and between assigned periods and at district events (e.g. lunch room, classrooms with substitutes, detention, dances, home athletic events, etc.) for the purpose of monitoring student, staff and visitor compliance with established guidelines to maintaining a safe and positive learning environment and secure facility.
- Prepares a variety of documents (e.g. incident reports, activity logs, memos, letters, procedures, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides traffic and crowd control for the purpose of maintaining efficient traffic flow and safe egress from large events.
- Responds to a variety of situations and incidents (e.g. medical emergencies, altercations, policy violations, vandalism, suspicious activities, alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns with referral to appropriate site personnel with related information or direction for follow-up actions as may be required in accordance with established guidelines.
- Responds to inquiries from a variety of sources regarding campus safety and security issues for the purpose of providing information, direction and/or referral to appropriate source for addressing inquiry.
- Supervises students identified as breaking the law (e.g. using drugs carrying weapons, making threats to others, etc.) for the purpose of remanding to appropriate school staff member or arresting officer.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

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

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: administering first aid; operating standard office equipment and using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of investigation; and record keeping; codes/laws/rules/regulations/policies; practicing cultural competency while working collaboratively with diverse groups and individuals; emergency response; and school safety and security practices.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with detailed information/data.

## Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

## Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 80% walking, 10% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is required in Training and experience in public safety, security, and/or law enforcement.

**Education:** High School plus job related coursework.

## Required Testing

None Specified

## Certificates and Licenses

Commissioned Law Enforcement  
CPR/BSL Certificate  
CCW License  
KCPD Private Officers License Annual Renewal

## Continuing Educ. / Training

Mandated Reporter Training  
District Required Trainings  
Firearms Training  
School Safety Program Coordinator Training  
SOK/OC/Pepper Spray Training  
Basic and/or Advanced SRO Course  
School and Safety Training

## Clearances

Criminal Background Clearance

## FLSA Status

Non Exempt

## Approval Date

## Revised Date

## Salary Grade