



Board of Education of the City of St. Louis  
CAREER OPPORTUNITY

<b>Position Title:</b>	Safety Officer III
<b>Payroll/Personnel Type:</b>	12 Month
<b>Reports to:</b>	Commander of Field Operations

**Position Summary:**

The position of Safety Officer III is a non-union non-exempt supervisory position, having the responsibilities of overseeing the duties and activities of all school safety and mobile officers assigned to the St. Louis Public School System and reports directly to the Commander of Field Operations.

**Essential Functions:**

- Held accountable for inspecting all other Safety Officers to insure expected levels of performance and adherence to school policies.
- Responsible for the inspection of all Safety Officers to insure that they are in proper uniform attire and physically and mentally fit for duty.
- Responsible for providing leadership, assistance and direction to all other School Safety Officers.
- Responsible for administering and/or recommending disciplinary action against other Safety Officers when deficiencies are observed.
- Responsible for insuring that all incident reports pertinent to violations of school policies and criminal acts are properly prepared and forwarded to the School Safety Office.
- Responsible for the initiation and/or investigation of complaints of violations of school policies or criminal activity occurring on school property as directed by the Security Director.
- Performs other duties as assigned.

**Desirable Knowledge, Abilities And Skills**

- Prior training in the use of the required .38 caliber revolver and completion of a firearms training course at an established training facility.
- Maintain strong management skills;
- Knowledge of school policies and procedures of the St. Louis Public School District;
- Shall continue to upgrade his/her professional skills by attending workshops, seminars and staff meetings

**Qualification Requirements:**

- A high school diploma
- Must have a minimum of 5 years continued service as a permanent Safety Officer II within the St. Louis Public Schools or have 5 years' experience as a police officer with an accredited law enforcement agency.
- Successfully passed the required testing process for the position of Safety Officer III.
- Satisfactory job performance and attendance record.

**License(s)**

Armed Security License

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body



Board of Education of the City of St. Louis  
**CAREER OPPORTUNITY**

- Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs. Occasional reaching with hands and arms, stooping, kneeling, crouching and crawling and must be able to pull up to 30 pounds with no assistance
- On occasion may be required to perform stressful and physical activity.

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/school environment
- Must be able to perform his/her duties in inclement weather conditions
- May be exposed to or required to handle sensitive and confidential information

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____	_____		
Human Resources	Date		

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***