



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

Position Title:	Safety Officer II
Payroll/Personnel Type:	12 Month
Reports to:	Commander of Field Operations

Position Summary:

The position of Safety Officer II 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 ensure expected levels of performance and adherence to school policies
- Responsible for the inspection of all Safety Officers to ensure 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 ensuring 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

Knowledge, Skills, and Abilities:

- Ability to analyze facts and determine action using a range of procedures within limits of standard practice
- Ability to effectively work and interact with others

Experience:

- 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 of experience 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

Education:

- High School Diploma or Equivalent (required)

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
- Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs



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- 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.