



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

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<b>Position Title:</b>	Commander of Field Operations – Security Division
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	526
<b>Reports to:</b>	Divisional Director
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

The position of Commander of Field Operations is a non-union, non-exempt supervisory position, having the responsibilities of overseeing field operations and reports directly to the Divisional Director of Security. The Commander of Field Operations will represent the Divisional Director of Security in his/her absence for the St. Louis Board of Education in security matters involving the courts, public agencies, news media, and law enforcement agencies concerning violations of Board policies and criminal statutes.

**Essential Functions:**

- Serve as Acting Divisional Director of Security in the absence of the Divisional Director
- Will be responsible for the continuous inspections and evaluations of the performance of all safety officers and supervisor
- Will be responsible for overseeing and managing security patrol operations within the St. Louis Public Schools District
- Will be responsible for assisting with staff meetings, interviews for new hires, and all daily activities
- Will be responsible for managing and coordinating the duties of the Safety Officers III (Sergeant)
- Will be responsible for evaluating and reporting to the Divisional Director the performance level of the school safety officers and supervisors
- Performs other duties as assigned

**Knowledge, Skills, and Abilities:**

- Strong interpersonal skills to work with the general public, school administrators and security personnel
- Provide strong leadership through helping the security personnel with an array of challenges
- 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, staff meetings, etc.

**Experience:**

- A minimum of five years continued service as a Safety Officer III within the St. Louis Public Schools 10 years' experience with an accredited law enforcement agency
- Experience in supervising and training security personnel

**Education:**

- High School Diploma or Equivalent (required)
- Associate or Bachelor's Degree in related field(preferred)
- Armed Security License



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**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
- Light Work usually requires walking or standing to a significant degree
- 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/office environment
- Very limited or no exposure to physical risk

**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.***



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