



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

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<b>Position Title:</b>	Lead Safety Office I
<b>Payroll/Personnel Type:</b>	12 Month
<b>Reports to:</b>	Divisional Director of School Safety and Security

**Position Summary:**

The primary function of the School Safety Officer for the St. Louis Public Schools is to ensure that an environment exists in our public schools that is both safe and conducive for learning and teaching. It will be the responsibility of each Safety Officer to assist in furthering the educational process by exercising his/her authority to preserve the public peace, prevent crime, protect students and faculty, arrest and/or detain offenders and protect the rights and property in, upon, and in the immediate vicinity of school property in accordance with City of St. Louis Ordinance No.55065

**Essential Functions:**

- His/her duties are primarily confined to the school building site to which they are assigned. Each stationary safety officer will receive specific instructions on his/her official duties and responsibilities from their respective school administrator
- Any security related duties that would require a stationary safety officer to leave his/her building site, i.e., payroll or bank deposit escort, should be referred to the Security Office for assistance from a mobile safety officer
- Non-security related functions will not be performed by stationary or mobile safety officers
- The Stationary High School Lead Safety Officer
- Will report directly to the mobile officer and supervisor in charge of his/her school
- Will organize duty schedule of officers assigned to his/her security team
- Will monitor the performance and attendance of his/her team members and report any deficiencies to the supervisor of his/her cluster area
- Will ensure that all reports of incidents at his/her school are prepared and forwarded through proper channels within the required twenty four [24] hour time frame
- Shall be fully cognizant of his/her duties and responsibilities as established by the building administrator and the Divisional Director of School Safety and Security as department head, in accordance with the guidelines of the St. Louis Public Schools and the St. Louis Police Department
- Shall establish a good working relationship with building administrator, coworkers, custodians and faculty
- He/she will familiarize his/herself with the facilities in order to execute his/her assigned duties in a professional and timely manner and be cognizant of the security related duties established by the building administrator
- Shall continue to upgrade his/her professional skills by attending workshops, seminars, staff meetings, etc., as scheduled for the Divisional Director of School Safety and Security
- Shall provide for the safety and security of students, personnel and property
- Check all students and visitors when coming onto the premises and into the buildings
- Is alert to identify and prevent persons from entering the building or grounds for the purpose of disrupting the educational process and/or committing criminal acts
- Security assistance from faculty and staff in ascertaining if persons entering building have legitimate business there
- Check all students for I.D. badges while in building



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- All authorized students/personnel are required to wear an authorized I.D. badge
- Check any bags brought into or out of the building
- Any person leaving the building school property without proper authorization must be stopped and property returned and, if warranted, an investigation made
- Attempt to resolve less serious (nonCriminal) acts of misconduct by students without arrests and/or resorting to the courts
- The officer refers the offender[s] to the building administrator for disciplinary action whenever it is possible to do so
- Patrols all halls of the building; check critical areas such as restrooms, outside of doors, etc.
- Perform periodic survey of the physical plant to ascertain weak areas of security, i.e., fire hazards and points of possible entry
- Advised administrators and Divisional Director of School Safety and Security find Shall call for assistance from the build administrator, police and/or fire department as the situation warrants
- Having witnesses or having direct knowledge of a crime against school personnel and/or property, arrest offender[s] and detain until police arrive
- Comes to the aid of administrators, faculty members, students and other safety officers whenever the need arises
- Shall investigate complaints of assaults, intimidations, extortions or shakedowns and the bringing of weapons and drugs into buildings
- Shall investigate theft or disappearance of school and/or property belonging to students, administrators and faculty
- Shall assist in security proper warrants when necessary and give all assistance possible should victims of an assault wish to prosecute
- Shall assist, if requested, in the loading and unloading of buses, extra curriculum activities, meetings, or other duties
- Provides proper security of monies and lunchroom during lunch hours
- Shall cause the removal of any animal from the building and/or school yard
- Shall perform other security related duties as directed by the Divisional Director of School Safety and Security and/or building administrator
- Must have a proven record of high-quality performance leadership capabilities
- Must have good oral communication and writing skills
- Must have approval of supervisors and director for the position
- Must have current security license

**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:**

- To Be Reviewed



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**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
- 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.***