

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

Position Title:	Safety Officer III		
Payroll/Personnel Type:	12 Month		
Job #:	523		
Reports to:	Commander of Field Operations		
Shift Length:	8 Hour Day		
Union Eligibility:	Not Eligible		

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 reporting 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
- Supervise stationary officers and complete uniform and license inspections
- Maintain assigned vehicle and conduct required maintenance per vehicle guidelines
- Follow all city, state, and federal driving guidelines
- Note and cite any department violations
- Assist and review department area reports for approval
- Maintain a security license and abide by all Private Security standards
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

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

Experience:

- Must maintain 90% attendance
- Must have a minimum of five years of continued service as a permanent Safety Officer II within
 the St. Louis Public Schools or have five 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
- Must maintain a valid driver's license and be in good standing with the Department of Motor Vehicle (DMV)

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

- Maintain and follow all Private security firearm guidelines regarding storage, usage, and training
- Satisfactory job performance and attendance record
- Pass annual and pre-annual firearm qualifications

Education:

Bachelor's Degree (preferred)

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, 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.