



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)

