



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

---

<b>Position Title:</b>	Commander of Administration-Security Division
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	527
<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 Administration is a non-union non-exempt supervisory position, having the responsibility for planning, implementing, and maintaining a system of records for the security personnel assigned to the St. Louis Public School System and reports directly to the Divisional Director of Security.

**Essential Functions:**

- Arranging the training for all security personnel, including new hires
- Will prepare appropriate administrative reports as required by the Security Director
- Will perform appropriate administrative functions as directed by the Security Director
- Respond to written and verbal inquiries from the general public and school administrators
- Plan and direct a staff development program for all assigned areas of school safety based on need assessment
- Plan and organize all areas of compliance in paperwork required by the state law and St. Louis Board of Education policy
- Facilitate periodic staff meetings
- Communicate safety information and needs with schools, departments, and government agencies
- Managing and coordinating the duties of the Commander of Field Operations
- Provide patrol related instructions and directives from the Security Director to the Commander of Field Operations through personal meetings and reports
- Will evaluate and report to the Security Director on the performance level of the Commander of Field Operations
- Serve as Acting Director of Security in the absence of the Director
- Will supervise the duties and activities of the Security Division's Radio Dispatchers
- Performs other duties as assigned

**Knowledge, Skills, and Abilities:**

- Proficient in Microsoft Word and Excel
- Strong interpersonal skills to work with the general public, school administrators and security personnel
- Provide strong leadership through helping the Security Supervisors 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:**



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

---

- A minimum of five years continued service as a Safety Officer III within the St. Louis Public Schools
- Experience in supervising and training security personnel

**Education:**

- High School Diploma or Equivalent (required)
- Armed Security License

**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



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

---

***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.***