



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

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<b>Position Title:</b>	Lead Safety Officer I
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	528
<b>Reports to:</b>	Safety Officer III
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Eligible

**Position Summary:**

Perform the duties required to ensure an environment in all district locations and properties that is safe and conducive for learning and teaching.

**Essential Functions:**

- Tour buildings and properties, examining doors, windows, gates, etc. to ensure they are secure
- Scan the facilities for security weaknesses and fire hazards, correcting immediately if possible or reporting appropriately
- Maintain a visible and accessible presence to students and faculty
- Survey immediate vicinity of school property and neighborhood to ensure safety of students and personnel
- Investigate stolen property reports from students, faculty and administration; provide information and assistance to external parties when needed
- Operate the walk-through and hand-held metal detectors to scan students, employees and visitors, following appropriate protocol for any alarms or problems encountered
- Detain persons who have allegedly committed a crime against school property or personnel for the proper authorities
- Write comprehensive, concise investigative report to document events
- Transport money to bank or accompany personnel on other travel requiring security
- Perform related duties or special projects as assigned

**Knowledge, Skills, and Abilities:**

- Excellent written and communication skills
- Interpersonal sensitivity
- Flexibility

**Experience:**

- Specialized training in security procedures and the use of security equipment
- Minimum of one-year job related experience
- Successful completion of a firearms training course

**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



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- 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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