



REVISED:
03/19/2025

Submitted:
03/18/2025

JOB TITLE:	OFFICER SCHOOL SAFETY
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1C, GRADE OSS
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8091
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES

Supports an assigned set of schools and patrols those schools by car; is available to the assigned schools and participates in maintaining a safe and orderly school environment. Acts as a liaison between the school and local law enforcement. Participates in monitoring District property and facilities and provides protection for students and faculty by patrolling school grounds. Maintains proper training and certification to serve as an armed, sworn law enforcement officer.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Conducts routine security inspections of all District property within assigned area
- Reports incidents to appropriate personnel and prepares reports of incidents which occur on District property
- Responds to calls for assistance
- Transports personnel and materials as directed by Security and Investigations
- Guards specific locations as assigned
- Secures windows/doors utilizing provided materials as needed
- Conducts facility inspections of physical plant during inclement weather
- Secures and maintains crime scenes until relieved by District security staff
- Responds to emergencies in schools, District facilities, on buses, and serves as Incident Liaison with local law enforcement
- Responds to and collaborates with Safety Administrator to maintain a safe environment
- Provides support at extracurricular and school-sponsored events
- Performs all other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is conducted in an office, school, warehouse, production/assembly line setting, and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, and crawling, The following physical activities are required occasionally (up to 50% of the workweek): bending, crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School diploma or G.E.D

Must be 21 years of age

Effective communication skills

Valid driver's license

Meets minimum entrance qualifications for School Resource Officer commission to be hired in "Recruit" status

Meet qualifications for Peace Officer Professional Standards (POPS) certification to obtain "Officer" status

DESIRABLE QUALIFICATIONS

Knowledge of school system policies and procedures

SRO basic training

Experience in a diverse workplace