



## Lafayette Parish School System Job Description

**Job Title:** School Safety Officer  
**Department:** School Based  
**Reports To:** Principal  
**Approved Date:** 07/2024

**Salary Scale:** Administrative/Professional  
**Pay Grade:** Pay Grade 3  
**FLSA Status:** Exempt  
**Days:** 182-days  
**2002 Sales Tax Eligible:** No

**SUMMARY OF POSITION:** The School Safety Officer program is designed to provide on premise school safety services to middle and high schools. The School Safety Officer is a full-time employee of the Lafayette Parish School System. The safety program is based on the nationally recognized triad concept where the safety officer is a counselor, mentor and teacher who must regularly exercise independent judgment and take action in a rapidly emerging situation. **EMPLOYMENT TERMS:** The school safety officer shall be employed under the following terms: Work year of 182 days; salary, benefits, leave time and conditions are approved by the Lafayette Parish School Board; conditions established by all laws and codes of the State, and all policies, rules and regulations established by the Louisiana State Board of Education.

**QUALIFICATIONS: EDUCATION AND/OR EXPERIENCE:** High school diploma or GED; Applicant must have a minimum of two years of experience in law-enforcement preferred; Applicant must be free of any physical restrictions that would inhibit his/her ability to train and work; Applicant must be flexible and willing to adapt to a schedule change in a short notice; Applicant must have a good work attendance record, with a history of prompt attention to duty, easy at accepting responsibility, and ability to interact well with LPSS staff and the general public; Applicant must be mature in outlook and in action; Applicant must successfully complete 40-hours of School Safety Training annually to retain his/her employment with the LPSS; Applicant should possess a strong knowledge of oral and written communication.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other additional duties/responsibilities assigned by the Supervisor and/or Superintendent may be assigned.

- The Safety Officer will provide counseling or referrals to anyone in the school community concerning school policy violations. (School community being students, teachers, administrators, parents, staff, etc.)
- The Safety Officer once being made aware of crimes occurring on or around campus shall take the necessary steps to resolve the matter such as observation, documentation and proper notification (police).
- The Safety Officer is available to provide crime prevention and safety education to students and individuals within the school community.
- The Safety Officer shall work with the school administration for the common goal of crime prevention and providing a safe environment for faculty, staff and students.
- All safety and security matters should be brought to the attention of the Safety Officer and/or police to include all campus activities before or after school.
- The Safety Officer needs to be available for any situation that may arise during the course of the school day.
- At periodic intervals the Safety Officer shall make checks of the school and surrounding area.
- The Safety Officer will take the proper steps to handle all reported school policy violations/crimes that occur on school property.
- The Safety Officer will follow-up through completion of all incidents (suspicious activity, fights, vandalism, etc.) that occur on school campus which require police notification/documentation.
- The Safety Officer will provide conflict resolution to students needing guidance.
- The Safety Officer will provide classroom instruction to students concerning the laws of our country.
- The Safety Officer will act as a liaison between the school and the community.
- The Safety Officer will provide a monthly report of all documented incidents that occur on campus.
- The Safety Officer will be called upon to work evenings and weekends in reference to after school activities and athletic events.
- The Safety Officer shall enforce all LPSS policies in the schools.
- The Safety Officer will ride the school bus whenever assigned in order to provide additional supervision.

**METHOD OF EVALUATION:** Evaluations in accordance with the Lafayette Parish School System Policy GBI-Evaluation.

## **PROFESSIONALISM AND CONDUCT STANDARDS:**

**Quality of Work** - attention to detail and accuracy of work that meets and exceeds expectations

- Completes tasks, reports, and documents accurately according to specified timelines and expectations; Makes wise and appropriate decisions after identifying and analyzing relevant information

**Availability** - punctual, adheres to work schedule and has overall satisfactory attendance

- Adheres to district guidelines relative to attendance; Regularly reports to work on time and work additional hours when deemed necessary and pre-approved by your immediate supervisor

**Communication Skills** - all verbal, non-verbal, visual, and written exchange of information is of satisfactory caliber

- Uses verbal and non-verbal communication in a manner respectful of others; Demonstrates skill in giving and receiving feedback; Uses active listening skills; Writes and speaks clearly and concisely so that the message is understood; Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments

**Interpersonal Skills / Teamwork** - works cooperatively with colleagues, students, parents, and vendors

- Promotes and supports a culture of inclusion, diversity, dignity, respect, and fairness for all stakeholders; Attends and constructively participates in meetings and professional development activities; Accepts and uses constructive feedback; Cooperates with building and district staff in planning and evaluation

**Personal Impact** - presentable, appropriate appearance for position, represents district positively

- Wears attire appropriate to job responsibilities; practices personal grooming that is appropriate for work environment; Develops and maintains a safe and caring environment for all of our stakeholders; Advocate positive personal behavior on or off campus and attempt to avoid improprieties or the appearance of improprieties

**Productivity** - performs work efficiently, on time, and effectively while uses available resources

- Identifies problems and issues and works collaboratively to contribute ideas and find solutions; Minimizes bias in self and others and accepts responsibility for his/her own actions

**Adaptability** - accepts and adjusts to change, performs multiple tasks, organizes work, sets work priorities, and performs other duties as assigned

- Follows directives as assigned by supervisor; Cooperates with administration in the performance of additional duties.

**Policy** – comply with all Lafayette Parish School System Policies and Procedures

- Adheres to laws, board policies and procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately; Adheres to ethical, legal and professional standards; Maintain the confidentiality of all School Board information by refraining from accessing, discussing, or disclosing anything outside the scope of employment unless authorized by immediate supervisor.
- The Lafayette Parish School Board shall require all personnel to follow the district/school calendar and holiday schedule during the school term. All employees are required to adhere to daily schedule, punctuality, and attendance set forth by the district.

## **EXPECTATIONS:**

Expectations include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily along with adhering to the professionalism and conduct standards. The requirements listed above are representative of the knowledge, skills, and/or ability required.

## **WORK ENVIRONMENT/PHYSICAL DEMANDS**

The work environment is representative of conditions an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to a noise level in the work environment which is moderate to loud, outside weather conditions, a variety of childhood and adult diseases and illnesses, heated/air conditioned and ventilated facilities, a building in which a variety of chemical substances are used for cleaning, instruction and/or operation of equipment. This job does require public contact, both on the telephone and in person, under sometimes-stressful conditions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The

information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) 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.

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Employee's Printed Name

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Supervisor's Signature

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Employee's Signature

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Date