

# LORAIN CITY SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE:** Building Safety Officer

### **QUALIFICATIONS:**

- High school diploma or equivalent
- Successful completion of the Ohio Peace Officer Training Academy as administered by the Ohio Attorney General through the Ohio Peace Officer Training Commission Certification or at least a two-year degree in criminal justice, police science, psychology, sociology, or equivalent years of experience.
- Valid Ohio drivers license
- Ability to deal with the public tactfully and courteously and to work harmoniously with parents, students and other employees
- Pass state mandated criminal check
- Pass school district's substance abuse test
- Understanding and knowledge of safety and first aid as it applies to students
- Maintain certification in First Aid/CPR
- Maintain yearly training on bloodborne and airborne pathogens
- Any other relevant qualifications as determined by the School Board

**JOB GOAL:** To ensure the safety and welfare of all persons on school property.

### **PERFORMANCE RESPONSIBILITIES:**

#### I. Essential Duties:

- A. Monitors use of equipment and property on campus;
- B. Patrols school property as assigned in order to observe student behavior and prevent violations of rules or laws and unsafe activities, maintaining high visibility;
- C. Assists in escorting students to areas as required by administration, etc;
- D. Reports presence of unauthorized persons on property or in buildings;
- E. Confronts visitors to ensure that they follow the Board of Education Visitor Policy;
- F. May patrol the parking lot and/or grounds and ensure the safe movement of vehicles in the lot, issue warning notices, and check vehicles leaving the premises;
- G. Investigates unusual conditions and takes immediate action to reduce danger and prevent possible damage when malfunctions or other problems are detected; notifies the proper person or agency when situations arise and takes appropriate emergency action;
- H. Ability to establish and maintain effective working relationships with a variety of students, parents, administrators, community and government agencies;

I. Essential Duties (cont.):

- I. Ability to read, interpret, and follow all applicable laws, policies, rules, and regulations;
- J. Maintains current knowledge of those Board of Education policies, rules and regulations that relate to staff and students so as to have the ability to determine when such policies, rules, or regulations are being violated;
- K. Ability to properly document issues and problems;
- L. Assists in preliminary and follow-up investigation of complaints and incidents, including the interview of witnesses and the completion of incident reports, accident reports, and other such reports for District records;
- M. Assists in the collection, preservation, and protection of evidence and chain of custody;
- N. Assists school administrators, when necessary, in discussing security issues with student, parent and community groups;
- O. Ability to monitor or operate surveillance equipment;
- P. Functions as a liaison between the District and the local police force on safety and security issues;
- Q. Ability to maintain composure and demonstrate appropriate professionalism and restraint at all times;
- R. Ability to operate a variety of communication equipment to obtain, report, and verify information;
- S. Responds to calls for assistance and emergency service and takes action as directed;
- T. Is punctual in reporting to work and in the completion of assigned duties; takes initiative to assure professional completion of all job duties;
- U. Maintains confidentiality of student and staff records and information;
- V. Maintains loyalty to the District;
- W. Demonstrates a reliable attendance record;
- X. Accepts criticism and correction positively;
- Y. Maintains good grooming and personal appearance;
- Z. Wears District-authorized uniform;
- AA. Demonstrates good safety procedures and ensures staff and student adherence to good safety procedures;
- BB. Participates in professional development as provided by the District;
- CC. Serves as a member of the assigned school's Crisis Response Team;
- DD. Assists in planning and implementing proactive strategies designed to bring crime prevention and intervention into the school;
- EE. Performs such other functions as directed by the supervisor that are reasonably related to the employee's responsibilities.

II. Skills and Abilities:

- A. Knowledge of grammar, spelling, and punctuation;
- B. Ability to communicate effectively both verbally and in writing;
- C. Strong analytical skills;

II. Skills and Abilities (cont.):

- D. Detail-oriented;
- E. Strong confidentiality and ethics;
- F. Strong organizational skills;
- G. Self-motivated;
- H. Ability to meet report deadlines.

III. Physical & Environmental Responsibilities:

- A. Required to lift, climb, kneel, stoop, sit and bend over;
- B. Ability to hear acutely, corrected or uncorrected;
- C. Ability to reach above horizontal plane;
- D. Ability to speak and be understood is required;
- E. Ability to see, corrected or uncorrected is required;
- F. Ability to physically respond to emergency situations requiring physical stamina and force;
- G. Ability to sit, drive, stand, walk, climb, and run for sustained periods of time;
- H. Ability to lift, drag, and carry heavy objects;
- I. Potential exposure to human blood, bodily fluids, tissue or other potentially infectious materials;
- J. Ability to perform essential job functions with light to heavy background noise;
- K. Potential exposure to unruly students or adults.

IV. OSHA responsibilities:

- A. Knows and uses safe work procedures;
- B. Recognizes job hazards and takes proper precautions to assure personal, as well as fellow employee and public safety;
- C. Informs his/her supervisor immediately of hazards, unsafe equipment and acts, and recommends solutions to correct deficiencies;
- D. Actively participates in safety program and training;
- E. Immediately reports accidents, injuries and near misses to his/her supervisor;
- F. Reports to work in a condition to be able to work safely;
- G. Follow school district's Safety Plan;
- H. Attends all scheduled training sessions and all other necessary training as required.

**FLSA STATUS:** Non-Exempt

**EVALUATION:** By assigned administrator

The information contained within this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties for this position. Additional duties will be performed by the individuals holding this position and additional duties may be assigned in the future.