



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: DISTRICT SAFETY, SECURITY AND ASSISTANT POLICE CHIEF

QUALIFICATIONS:

1. Associate degree, two years of college or higher OR high school or equivalent diploma and ten (10) years law enforcement experience
2. Certified Law Enforcement Officer in the State of Florida in accordance with F.S.S. 943.13
3. Computer literate, able to use basic software programs and complete research
4. Ability to communicate concisely with all levels of Administration, Law Enforcement, Media, Children and Students

PHYSICAL REQUIREMENTS: Medium

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

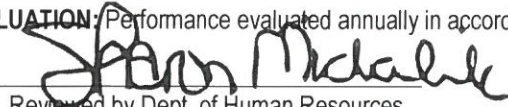
PERFORMANCE RESPONSIBILITIES:

1. Enforces Federal and State Laws, Bay District School Policies and Procedures and assists school personnel in the absence of their assigned SRD/SRO and District Officer
2. Oversees the operation of District Police Officers as directed by the District Chief
3. Implements and evaluates District Safety and Security Plans and Assessments, monitors safety and security deficiencies and makes recommendations for corrections and assists District and school safety committees to review and participate in development of school and district safety plans
4. Coordinates and delivers school safety training, educating students, staff and district officers
5. Assists in the maintaining of safety records and the completion of safety reports as needed
6. Investigates possible cases of criminal offenses on School Board properties including the pursuit, apprehension, and arrest of offenders
7. Responds to any disaster, crisis event, or emergency incident involving Bay District Schools
8. Works collaboratively with law enforcement, fire services, EOC, health department, Red Cross and other emergency service providers and secures needed resources
9. Assists with the review of background checks for employees, contractors, and vendors and chaperones.
10. Assists with identifying and applying for grants related to safety and security
11. Performs all other duties as assigned by the Superintendent

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. 12 months. Paygrade as established by the School Board in Current Salary Schedule

EVALUATION: Performance evaluated annually in accordance with School Board Policy.


Reviewed by Dept. of Human Resources

Date:

APPROVED MAR 28 2017

Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer