



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Safe Environment Assessment Specialist**  
 Job Family: **Security**  
 Prepared/Revised Date: **April 24, 2017**

FLSA Status: **Exempt**  
 Pay Range: **OP30Y**  
 Job Code: **33512**

**SUMMARY:** Coordinate integrated team-based security assessments and provide written reports of findings and recommendations, and subsequently work with site administrators to complete the recommendations. Responsible for coordinating and/or conducting security and crisis response-related training for District staff. Responsible for hiring and supervising Campus Security Officers, and coordinating security for after-hours events including off-duty law enforcement coverage.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Coordinate integrated team-based building security assessments and provide written reports of findings and recommendations.	D	14%
2. Hire, train, and supervise Campus Security Officers.	D	12%
3. Plan, coordinate, conduct, and assist with training of security personnel and district staff.	D	10%
4. Coordinate security coverage schedules for all physical security requests.	D	2%
5. Attend work and arrive in a timely manner.	D	1%
6. Provide crisis response consultation, resources, and training to crisis teams at all schools.	W	40%
7. Assist the Threat Assessment Coordinator with the threat assessment process including developing and maintaining the on-line reporting systems, Level II case reviews, and follow up.	W	5%
8. Respond and provide assistance to schools during any crisis situation.	W	5%
9. Maintain training records.	W	2%
10. Research and track local, state, and national trends and statistics related to security issues.	W	2%
11. Document and investigate criminal activity on District property and coordinate with local law enforcement agencies.	W	2%
12. Coordinate with District Crisis Response Team for training and response to emergency situations.	M	2%
13. Develop and maintain Security Department web page and content.	M	2%
14. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL=</b>	<b>100%</b>



**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in related field plus 3-5 years of progressive, related experience required
- Two years security service management experience preferred
- Experience with a school environment and school-aged children preferred
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado Driver’s License
- Complete required training including FEMA IS-100 (Introduction to Incident Command for Schools) and FEMA IS-700 (Introduction to the National Incident Management System) within 3 months of hire

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to be on call and/or respond to calls 24/7
- Knowledge of crisis response, crisis management, and crisis intervention principles
- Ability to deal with emergency and crisis situations
- Ability to plan and conduct training sessions
- Research and problem solving skills
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	Campus Security Officer Lead & Campus Security Officers	6

- Responsible for assisting with: interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems



**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk		X		
Hear		X		
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate		X		
Copy		X		
Coordinate			X	
Instruct		X		
Compute	X			
Synthesize	X			
Evaluate			X	
Interpersonal Skills				
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	