



Columbia County School District Job Description

Position Title: Director of Public Safety		
Department: Student Support	Evaluation Instrument: Performance will be evaluated annually by the Assistant Superintendent of Student Support in accordance with Policy GBI –Evaluation of Personnel.	
Pay Grade: Administrative Salary Schedule, Grade T	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 205 Days Per Year, 8 Hours Per Day		
Reports to: Assistant Superintendent of Student Support		

MINIMUM QUALIFICATIONS

Education: Associate or Bachelor Degree

Essential Knowledge/Skills: Certification by Georgia Peace Officer Standards and Training Council; First Aid/CPR Certification, valid GA driver’s license required. Job requires standing and walking for prolonged periods of time; must be able to lift and/or move at least 50 lbs; subject to work temperature changes as work conditions are indoors and outdoors; noise levels may be loud at times.

Experience: Minimum of ten years of experience in law enforcement; previous supervisory experience preferred.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Responsible for providing the security and protection of all students, employees and property by developing and providing the necessary programs and services.
- Performs all personnel administration for school safety officers to include hiring, training, scheduling, evaluation and discipline; prepares reports/budgets as necessary.
- Evaluates the school system’s security program on a continuing basis to ensure a safe and orderly environment.
- Acts as a liaison with local law enforcement agencies on all matters affecting school system security
- Assigns officers to schools and coordinates any special security needs for the schools or system.
- Coordinates ongoing staff development for security officers and provides on-the-job training for all security officers.
- Responsible for maintaining an updated Department of School Safety Policies and Procedures manual.
- Develop and implement prevention strategies to minimize school violence; conducts training sessions with administration as necessary.
- Responsible for overseeing all reports of unsafe conditions, trespassers, Code of Conduct violations, and any other suspicious activity occurring on school system property;
- Detain students for violations of Georgia law when the student poses an immediate threat of serious bodily injury, serious damage to property, or upon direction of the principal.
- Prepares required reports involving security issues
- Detain non –student trespassers for violations of Georgia law;
- Secure and maintain custody of weapons and contraband and release them to the Columbia County Sheriff’s Department;
- Coordinate investigations and activities with the Columbia County Sheriff’s Office;
- Respond to emergency situations in the schools or BOE properties.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: October 2011