



Columbia County School District Job Description

Position Title: Safety Officer		
Department: School	Evaluation Instrument: Performance will be evaluated annually by the Director of School Safety in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: General Services Salary Schedule, Grade M	Pay Type: Non – Exempt	Retirement: TRS
Contract Work Year: 190 Days Per Year, 8 Hours Per Day		
Reports to: Director of Public Safety		

MINIMUM QUALIFICATIONS

Education: Associate or Bachelor Degree (Preferred)

Essential Knowledge/Skills: Certification by Georgia Peace Officer Standards and Training Council First Aid/CPR Certification

Experience: Minimum of five years of experience in law enforcement

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

- Monitor and report unsafe conditions, trespassers, Code of Conduct violations, and any other suspicious activity occurring on school campus and in the parking lot;
- Maintain high visibility at school entrances and public areas;
- Monitor student parking areas during students’ arrival, during students’ lunch hour, and students’ departure each day;
- Greet visitors, inquire into their business, and assist when necessary;
- Check school entrances and exits to ensure that they are secured;
- Report unsafe conditions and emergencies;
- Detain violators of Georgia law;
- Secure and maintain custody of weapons and contraband and release them to the local law enforcement agencies;
- Coordinate investigations and activities with local law enforcement agencies;
- Provide security at system extra-curricular events;
- Respond to emergency situations occurring on campus;
- Provide testimony in tribunal and court proceedings;
- Comply with all training requirements for School Safety Officers;
- Act as positive role model for students;
- Adhere to policies and procedures listed in the Columbia County Board of Education Department of School Safety Policies and Procedures manual.

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: April 2018