DEPARTMENT OF SAFETY, SERGEANT
Traditional 235 work days
FTE: 1.0
Salary Range: $60,542-$73,361

Essential Functions and Objectives:

Responsible for the day to day stability of a specific unit within the department. Directs and monitors the work effort of others to ensure the team operates smoothly and efficiently.

This position is responsible for all safety and security related operations at our administrative sites where Administration Safety Officers are assigned. This leadership position will oversee full time administration security staff as well as maintaining a safe environment for students, staff and visitors. Also responsible for communicating with both internal and external stakeholders and maintaining a high level safety program that meets the needs of our customers and district. Additionally, this position will be armed and fulfill a supervisory role in the Department of Safety with emphasis on the Patrol Operations division.
- Ensures completion of daily activities; directs and supports the team's work efforts, maximizes productivity and achieves short term goals. Improves the team environment; plans, evaluates, and guides the behaviors of direct reports.
- Decides how work gets completed, based on what work is prioritized by management. Sets the team up for success by establishing: goals, action plans, deadlines, and standards. Tactfully assigns work to the team according to aptitude, skills, workload and interests.
- Closely tracks efforts to confirm work is performed according to standards; checks progress, evaluates accuracy, discovers deviations and identifies solutions.
- Leads and influences the team's best work by serving as an escalation point, solving routine problems, preventing conflicts, and giving direct feedback. Provides instruction and guidance to ensure full understanding of designated activities.
- Provides ongoing opportunities to help improve daily work skills; educates new team members, hosts meetings, mentors, and allows a showcase of strengths. Ensures compliance with the district by implementing and enforcing standard practices and procedures.
- Maintains a close relationship and regularly discusses workload and deadlines with the team. Report status to team members and managers, including cost, scope, quality, time, performance, and output to create a positive team atmosphere and keep everyone informed.
- Fulfill all essential functions and requirements as outlined in the job description for Security Patrol Officer.
- Supervise and direct activities of all Administrative Security Officers assigned to the Emily Griffith Campus, Osage Campus, and 1855 Lincoln St. Garage ensuring compliance with all procedures and practices.
- Ensure that personnel assigned under their command prepare and submit reports, logs, time sheets and other necessary documentation of daily activities.
- Maintain chain of command and adhere to both District and Department protocols and policies.
- Conduct training, performance evaluations, discipline and other supervisory duties for staff assigned under their command.
- Will give direction to assigned personnel and monitor shift operations accordingly.
- Communicates on a regular basis with school leaders and key building stakeholders on officer performance, assignments, threats, vulnerabilities and security needs.
- Accepts responsibility as Incident Commander during all emergencies affecting these locations until properly relieved.
- Assists the operations department with a wide range of administrative functions, i.e. conduct job applicant selection, train security personnel and evaluate and assign duties to personnel.
- Monitor personnel assigned to EGC; prepare and submit reports, time sheets and other necessary documentation of daily activities.
- Ensure EGC assigned personnel (temp or permanent) receive all necessary new hire training, site specific training, and annual in-service training.
- Reviews and corrects Safety and Security incident reports that are filed by site based security staff.
- Fill open shifts after-hours due to call offs or last minute requests/needs.
- Will maintain on-call supervisor status as assigned.
- Fulfill other duties as assigned.
- Assist in the conduct of investigations as assigned regarding such matters as assaults, thefts, acts of criminal mischief, burglaries, traffic and all criminal activity occurring on District properties and other school related incidents.
- Work effectively with school administrators and all law enforcement personnel.
- Perform other duties as assigned.

**Knowledge, Experience & Other Qualifications:**

- Four (4) years' experience in the security field.
- Two (2) years supervisory experience required.
- Must be able to obtain and maintain all required licenses issued by the City and County of Denver and/or a Denver Police Special Police Officer authorization.
- Valid Colorado Driver’s License. Driving record must meet the District’s insurability requirements at hire and during employment.
- CPR/First Aid certification preferred.
- Ability to qualify for and maintain a concealed weapons permit issued in compliance with State of Colorado statutes. Maintain all licenses and certifications required now or in the future.
- Ability to motivate and influence others.
- Ability to effectively lead a team.
- Ability to set goals, work independently and drive results.
- Self-starter/leader who can anticipate department needs in a proactive (versus, reactive) manner.
- Strong interpersonal skills and ability to work with individuals at all different levels in the organization.
- Ability to work in a multi-ethnic and multicultural environment with district and school leaders, faculty, staff and students.
- High degree of integrity in handling confidential information.
- Possess high level of knowledge of the criminal justice system, local, state, and federal laws and ordinances and the ability to work closely with all persons responsible for enforcement.

- Familiar with all operational procedures and policies of the department and the base functions of other divisions and units of the department.

- Possess a very high degree of positive work and professional ethics and dependability.

- Must demonstrate excellent verbal and written communication skills.

- Able and willing to take physical control of persons who are committing crimes against others while on school district property.

- Ability to interact with diverse customer populations and workforce and to mitigate potentially volatile situations.

- Demonstrated ability to conduct thorough preliminary investigations including interviews of victims and witnesses, recognition and collection of evidence, and accurate report writing and documentation of information received.

- Familiarity with the geographic boundaries of the School District and a good working knowledge of all buildings.

- Ability to apply independent thinking to decision making within the confines of established procedures.

- Ability to work under stressful conditions.

- Experience in DPS security is highly preferred.

- Possess effective verbal and written communication skills.

- Possess leadership and supervisory skills.

- Experience with the DPS geographic locations, functions of other divisions and units function and operation.

- Experience and proficiency with Google Suite.

- Bilingual skills in Spanish preferred.
**Education Requirements:**

- High School Diploma or GED is required.
- Associates Degree in criminal justice or related field of law enforcement is preferred.

**Additional Information:**

- Compensation Structures: [http://thecommons.dpsk12.org/Page/244](http://thecommons.dpsk12.org/Page/244)
- Employee must live and work with a permanent home address in Colorado while working for Denver Public Schools.

**About Denver Public Schools:**

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS comprises nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.
DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.