Please apply here!
https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=EQK

**Location:** Emily Griffith Campus, 1860 Lincoln St  
**Work Year:** Traditional 235 work days - PROTECH/ADMIN  
**FTE:** 1.0  
**Salary Range:** $69,362 - $80,441 annually  

**Benefits For You:**  
Health, Dental, & Vision benefits within 30 days  
District paid health care credits  
Colorado PERA Retirement  
Earn Holiday, Vacation, Sick and Personal time immediately  
Paid Holidays  
Employee Wellness Program  
Professional Growth Opportunities  
Great schedule for Work/Life Balance

**Essential Functions and Objectives:**

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 maintain 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.

- 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 insuring 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.
- 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 Workspace.
- Bilingual skills in Spanish preferred.
- 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.
- Must possess a 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.

Working Conditions & Physical Requirements:


Education Requirements:

- High school diploma or equivalent is required.
- Associates Degree in criminal justice or related field of law enforcement is preferred.
Other information:

The Safety and Security team strives to promote safe school communities by emphasizing Safety, Service and Enforcement. The Department provides a wide range of services that include armed patrol response, school based security, dispatch and communications, investigations, emergency preparedness, system specialists and administration. Our officers work closely with the Denver Police Department to ensure our schools remain safe for students and staff to learn and thrive. We incorporate the DPS Shared Values of Students First, Integrity, Equity, Collaboration, Accountability and Fun in everything we do and constantly look for opportunities to provide learning experiences outside of the classroom. Our officers are well trained on a variety of topics and we set high expectations for ourselves on being a service oriented department.

Additional Information:

- Work Year Calendars (including accrued time off): http://thecommons.dpsk12.org/Page/1129
- Benefits (including DPS contributions): http://thecommons.dpsk12.org/Page/1397
- Compensation Structures: 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 is comprised of 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.