CAMPUS SAFETY OFFICER

Work Year: Traditional 180 work days - PARA/Campus Safety
FTE: 1.0
Starting Salary Range: $24.00 - $25.41 per hour

Essential Functions and Objectives:

Provides proactive safety services to promote a safe and secure learning environment for District schools and sites, related property and assets, in accordance with District policies, applicable federal, state, and local laws.

- Performs routine transactions, assists team activities, interacts with stakeholders to solve problems or resolve complaints, gathers information, consults with management on actions to be taken in order to support short-term operations and ensure compliance.
- Performs data entry and verification, keeps accurate files/records, creates detailed reports, using various existing systems for accurate, timely, and compliant records.
- Receives, understands, and disseminates information to appropriate stakeholders. Answers questions, solves problems effectively and escalates appropriately. Demonstrates positive, optimistic and service-oriented mindset to ensure positive relations with stakeholders.
- Contributes to identifying process inefficiencies and proposes solutions, identifies opportunities through external research on trends in resources, programs, and services and internal research with stakeholders, and supports improvement efforts in order to support long-term success.
- Conducts random and scheduled patrols of assigned District sites, facilities, grounds, and District sponsored events. Circulates among students at school sites to monitor student activity and preserve safety and compliance to District policies and procedures. Supervises students at assigned site, reinforces positive student behaviors and related administration policies and rules, and refers students who have violated District policy or laws to site administrator or designee.
- Warns of rule infractions or violations and takes reasonable intervening action, when necessary, to prevent, resolve or disrupt activity or incidents, using appropriate restraint and force, as necessary.
- Notifies local law enforcement officials about criminal activity. Gathers SAFETY related data or information related to assigned site for any follow up investigations.
- Monitors, verifies, and authorizes access of all employees, visitors and students entering District facilities or grounds.
- Communicates, updates, and coordinates with site administrator, assigned Sergeant and/or Lieutenant about potential activity effecting the safety of students, staff, and
facilities. Coordinates with site administrator and District staff to develop site safety plan, recommending changes to reduce safety risks.
- Writes incident reports about wide variety of incidents (e.g., injury, weapons use or possession, theft, substance abuse) and other SAFETY related reports as requested.
- Develops and maintains effective and professional working relationship with students, faculty, staff and parents, local law enforcement, and related governmental officials.
- Responds to alarms and assists and administration or law enforcement for central SAFETY response and/or summons at assigned site.
- Attends and completes required training, initiating or requesting on-going training (e.g., safety techniques, procedures, and protocols and technology use).

Physical & Environmental Conditions:


Knowledge, Experience & Other Qualifications:

- Demonstrated work experience in criminal justice (law enforcement, SAFETY), counseling, student management/mentoring, customer service, youth support services preferred.
- Must qualify for and maintain a City of Denver code enforcement license; Employment is contingent upon successfully completing PPCT/DSM (physical control hold) training, CPR certification, and First Aid training during the new hire academy and maintaining annual recertification requirements.
- Ability to problem-solve and make decisions quickly according to guidelines with consideration of safety and health of others.
- Ability to identify and detect unusual activity.
- Effective time management and organizational skills.
- Effective communication skills, including ability to communicate in English, both verbally and in writing.
- Effectively completes reports under established guidelines.
- Effectively handles multiple demands and competing deadlines.
- The ability to take responsibility for one’s own performance.
- Ability to coordinate and work effectively with site staff and a diverse student population.
- Aptitude for variety and changing expectations in a fast-paced environment with the ability to plan and organize work, at times with interruptions.
- Ability to monitor and supervise assigned student activity for sustained periods of time to anticipate and maintain safe environment.
- Bilingual (Spanish/English), preferred.

**Education Requirements:**

- High School Diploma or equivalent is required.
- Bachelor’s Degree in criminal justice, business, education, counseling, or related field 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:**

- 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 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.