Killeen Independent School District
Job Description

Job Title: School Safety Specialist
Department: School Safety
Reports To: Director for School Safety

SUMMARY To provide assistance to the Director for School Safety by performing Project Manager responsibilities and by identifying surveillance systems related needs of the district. To prepare project scopes, budgets, and design of capital improvement projects and to perform surveillance systems project management.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Manages and implements safety initiatives for the school district.

Monitors server status, configures and updates server software as required for district wide security systems.

Coordinates and assists in the development of surveillance systems.

Develops project scope for surveillance systems.

Performs quantity and cost estimates for surveillance projects.

Performs installation project management for surveillance system.

Monitors and troubleshoots all existing district & campus technology hardware and software.

Trains campus & district administrators how to utilize camera software and provides assistance as needed.

Creates and prepares camera footage for campus administrators, KISD Police and outside Police Agencies.

Coordinates project schedules with other department staff, contractors and campus administrators.

Coordinates and supervises contractors who are employed daily by the district to do video surveillance issues.

Oversees the School Safety budget to include all cost for video surveillance systems.

Acquires surveillance systems materials, equipment and contracted services in accordance with district policies.

Performs installation project “close-out” commissioning.

Performs estimate verses actual cost accounting for all surveillance projects.

Submits work order to correct identified faulty system conditions and monitors completion.

Performs other duties as assigned.
SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training, planning, assigning, directing work and addressing video surveillance complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate and acceptable. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High school diploma or general education degree (GED) and five years experience in related field.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from vendors, administrators, principals, and staff.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and QUALIFICATIONS
Must be familiar with computers, such as word processing, e-mail, and internet.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Date: September 15, 2015

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.