

**Killeen Independent School District
Job Description**

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

SUMMARY

Assists the Director for Investigations and School Safety in managing and resolving the district's school safety concerns.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Prepares, implements and manages safety initiatives for the school district.

Conducts campus-wide traffic safety observations. Gathers data related to pedestrian safety.

Liaison between Fort Hood installation and the Killeen Independent School District.

Manages and implements the district Reunification Program as needed.

Maintains safety related inventory.

Assists in managing the district Emergency Response Program.

Ensures the district is National Incident Management System (NIMS) compliant.

Acts as Liaison between cities of Killeen, Harker Heights and Nolanville regarding safety concerns.

Liaison between KISD and Emergency Management Response personnel.

Along with Director, acts as KISD Point of Contact for National Weather Service (NWS) related issues.

Conducts campus safety audits in accordance with Texas School Safety Center guidelines.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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.

EDUCATION and/or EXPERIENCE

Bachelor's degree and prior military experience preferred. 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, internet, and NIMS.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: December 20, 2019

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.