



Killeen Independent School District

Job Description

Job Title: School Safety Specialist

Exemption Status: Exempt

Reports to: Director for Investigations and School Safety

Date Revised: April 3, 2024

Dept./School: Investigations and School Safety

Pay Grade: AM2

Primary Purpose:

Assists the Director for Investigations and School Safety in managing school safety initiatives and programs.

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/Certification:

High school diploma or general education degree (GED) and five years of experience in related field. Bachelor's degree preferred.

Major Responsibilities and Duties:

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 Cavazos 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.

Prepares and implements safe school protocols.

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

Prepares audit reports.

Trains campus and district personnel regarding safety initiatives, programs, and updates.

Performs other duties as assigned.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture/Physical Demands: Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting. 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. While performing the duties of this job, the employee is regularly required to sit and talk or hear, to use hands to finger, handle, or feel, and to stand and walk. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Motion: Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders.

Lifting: Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying (45 pounds and over).

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

Mental Demands: Work with frequent interruptions; emotional control under stress.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.