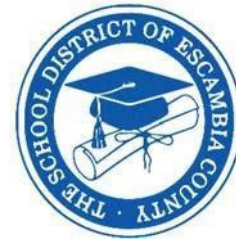


**Job Title: Confidential Protection Services
Administrative Specialist**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 14

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APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
APR 16 2024
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to assist the Director-Protection Services/School Safety Specialist and Coordinator-Threat Management in all aspects of office management, preparation of legal documents including but not limited to those related to confidential school safety and security items, programs and services, protected information, to provide schools, parents, students and departmental based employees and administration with policies and procedures relating to a multitude of programs under the Protection Services Department including collaboration with multiple agencies and to establish and maintain efficient, pleasant, and effective working relationships with other employees, various agencies, and the public.

ESSENTIAL JOB FUNCTIONS

- Manages the Director's schedule and prepares materials as needed.
- Receives and screens telephone calls and visitors.
- Responds independently and/or as directed in composing and preparing correspondence to constituents and staff.
- Manages all aspects of office operations.
- Assists in development and coordination of Protection Services programs.
- Regularly reviews compliance with school safety and security regulations.
- Takes and transcribes dictation notes at meetings pertaining to legal or other confidential student, parent, or employee matters.
- Obtains special reports and prepares a variety of reports and data as directed.
- Maintains and prepares confidential and routine records of correspondence, reports, and other School District documents, including but not limited to materials related to threat management of employee, student, and parent confidential issues, services, and programs.
- Assists in the development of threat management processes for threats and concerning behaviors.

- Maintains Protection Services contracts and renewals, bids, verifications, and acquisitions supplies and equipment for the assigned budget.
- Acts as liaison between staff and various public agencies regarding programs managed by the Protection Services Department.
- Organizes and attends staff meetings, and/or other committee meetings, recording minutes as directed.
- Uses effective communication strategies to interact with a variety of staff, and special/disaster teams.
- Displays confidentiality in dealing with sensitive issues related to the safety and security of all schools.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Associate's degree from an accredited college or university.
- A minimum of 5 years experience working in a K-12 educational setting.
- Knowledge of Florida Model Threat assessment or threat management.
- Ability to obtain School Safety Specialist certification from the FLDOE- Office of Safe Schools within one year of appointment.
- Must possess and maintain a valid Florida Driver License.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of state of Florida policies, rules, regulations, and statutes which govern school safety and security.
- Working knowledge of best practices in school safety and security.
- Basic knowledge in security procedures, business management and accounting.
- Strong oral, written, and interpersonal communication skills.
- Strong word processing, spreadsheet, and database software skills.
- Strong creative problem solving skills.
- Strong time management skills.
- Ability to communicate effectively both orally and in writing with school personnel, district staff, School Board members, state and federal departments of education, and the public.
- Ability to support multiple tasks.
- Ability to design workflows and procedures.
- Ability to support team activities.
- Ability to support continuous improvement processes.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, speaking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a frequently alternating indoor office environment and outdoor movement with the ability to tolerate inclement weather including heat, humidity, cold, fog, and sleet.

Date of Board Approval: April 16, 2024, effective July 1, 2024

Date of Revision:

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