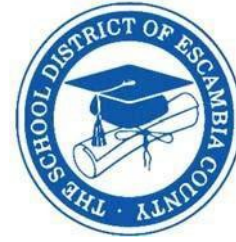


## Job Title: Specialist – Protection Services Compliance



### 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:** Exempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional -9

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APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD  
SEP 17 2024  
VERIFIED BY RECORDING SECRETARY

### JOB SUMMARY

The position is responsible for assisting with the management, oversight, development and implementation of programs and processes to ensure all public schools are compliant with laws and regulations related to school safety and security.

### ESSENTIAL JOB FUNCTIONS

- Oversees compliance with the safety and security requirements of applicable school safety and security legislation and administrative rule.
  - Serves as an alternate member of the District Threat Management Team as a member with instructional experience.
  - Serves as a trainer on the specific model of threat management adopted by the Florida Department of Education.
  - Conducts annual school compliance visits at all public schools.
  - Tours schools with compliance officials from the Office of Safe Schools.
  - Provides monthly reports to the School Safety Specialist and District Threat Management Coordinator on school safety and security compliance.
  - Manages forms and processes for ensuring emergency drills, fire drills, and threat management meetings are conducted and documented per legislative requirements.
  - Manages law enforcement participation in emergency drills.
  - Serves as liaison to the Office of Safe Schools Compliance Department.
  - Oversees assigned safety and security programs.
  - Provides technical guidance and develops corrective action plans for schools with compliance deficiencies.
  - Communicates significant security, safety, environmental, and emergency issues to the School Safety Specialist.
  - Prepares compliance reports to be shared with the School Board and Superintendent.
  - Assists school administrators with the completion of the FSSAT Annual Security Risk Assessment.
  - Responds to inquiries or concerns in a timely manner.
  - Maintains a network of peer contacts through professional organizations.

- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Maintains professional certification for conducting necessary inspections.
- Responds to inquiries and requests for assistance in a timely manner.
- Prepares agenda items for consideration at School Board meetings.
- Maintains a high level of integrity and objectiveness in all aspects of job performance.
- Provides leadership and direction for the assigned areas of responsibility.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action.
- Uses appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Certification in any K-12 curriculum area.
- Bachelor’s Degree in a related field.
- Minimum of five (5) years of successful teaching experience in a K-12 educational organization.
- Shall earn and maintain a certification of completion with one (1) year of appointment from the Office of Safe Schools for School Safety Specialists and Florida Model Trainers.
- 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**

- Requires the ability to display knowledge of appropriate federal, state, and municipal regulations.
- Requires the ability to think clearly, prioritize, and organize activities.
- Requires the ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and laboratory results.
- Requires the ability to write reports, business correspondence, and procedure manuals.
- Requires the ability to use appropriate computer applications.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to make recommendations that impact the budget.

**PHYSICAL DEMANDS**

Light Work: Exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Must be able to bend, climb ladders, and physically maneuver in uncontrolled environments. The work also requires the following physical abilities in order to perform the essential job functions: mental acuity, speaking, visual acuity, and walking.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: September 17, 2024, effective September 18, 2024**

**Date of Revision:**

