

Job Title: Specialist - Protection Services Programs



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



JOB SUMMARY

The position is responsible for assisting with the management, oversight, development and implementation of programs and processes related to school safety and security.

ESSENTIAL JOB FUNCTIONS

- Manages District wide safety, security and health programs.
- Manages the monitoring, programing, maintaining, and installation of District's access control system.
- Manages the mobile panic system approved by the School Board for compliance with Alyssa's Law.
- Coordinates the maintenance of AEDs located in schools and offices throughout the District.
- Coordinates the maintenance of bleeding control kits located in schools and offices throughout the District.
- Conducts annual fire, life and safety inspections and prepares reports for documentation of safety deficiencies.
- Manages the District Handheld Radio Program and bi-directional amplifiers for first responder communications.
- Manages emergency response mapping in compliance with school safety and security legislation.
- Manages the implementation of District wide emergency planning programs
- Provides regular reports to the School Safety Specialist on the status of safety and security programs.
- Provides technical guidance and develops corrective action plans safety and security programs.
- 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.

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- 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

- Bachelor's Degree in a related field.
- Minimum of five (5) years of successful program management experience.
- Shall earn and maintain certification as a State of Florida Fire Safety Inspector I within 6 months of appointment.
- 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.

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Date of Board Approval: April 15, 2025, effective July 1, 2025

Date of Revision: