



Little Rock School District

JOB DESCRIPTION

Position Title: Captain - Safety & Security

Prepared Date: 01/11/2022

JOB GOAL:

To supervise Grade Level Lieutenants, High School Security Officers, Mobile Unit and investigate serious incidents occurring within the Little Rock School District.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contract, Pay 802 Grade 17, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA:** Non-Exempt

QUALIFICATIONS:

1. Bachelor's degree from a four-year college or university; or twelve (12) years related school experience with six (6) years in a supervisory capacity; or seven (7) years law enforcement experience and a graduate of a state certified police academy.
2. Must have working knowledge of juvenile justice system and LRS due process.
3. Strong interpersonal skills.
4. Evidence of strong organizational skills.
5. Evidence of strong oral and written communication skills.
6. Must be able to pass the Arkansas private security officers test.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Assists, informs and advises the Director of Safety & Security in all matters pertinent to the safe operation of the Little Rock School District.
2. Directly supervises Grade Level Lieutenants.
3. Manages the departmental fleet program
4. Investigates traffic accidents involving Little Rock School District vehicles.
5. Assists school personnel in the investigation of personal injuries, assaults, violations of controlled substance statutes, weapons laws, etc.
6. Assists all building principals and department managers in the development of building security plans.
7. Maintains all records pertinent to security personnel.
8. Responsible for attending after school activities as needed.
9. Develops and maintains a working relationship with local resource agencies so that school related safety and security concerns are addressed.



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10. Maintains liaison with District transportation providers to provide security in monitoring problems.
11. Responds to all emergency situations.
12. Coordinates the Little Rock School District's drug-testing program.
13. Must have thorough knowledge and the ability to operate the employee/student ID equipment.
14. Performs such other responsibilities as the Director may assign.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, and operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.