



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Investigator- Safety and Security

**Prepared Date:** 12/09/2021

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### **JOB GOAL:**

To ensure a safe and secure environment for all District students, staff, and visitors and to ensure the school district is prepared to effectively respond to all emergencies that might affect safety or security of students and staff.

### **TERMS OF EMPLOYMENT:**

Ten (10) month (200 days) contract, Pay 802 Grade 10, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

### **QUALIFICATIONS:**

1. Must be 21 years of age.
2. Must have a Bachelor's degree from an accredited college or university plus seven (7) years security experience or a graduate of a state certified police academy plus four (4) years law enforcement experience.
3. No misdemeanor arrests or convictions in last six (10) years.
4. No felony arrests or convictions.
5. Must have a valid driver's license; No conviction for careless or reckless driving or DWI in last seven (7) years; No at fault accidents in the past 3 years; and No moving traffic violations in the past three (3) years; Have not had driver's license suspended, denied, or revoked in the past three (3) years.
6. Must be willing to submit to and pass a drug test.
7. Must be able to meet the physical requirements of the job and possess the ability to work in all environmental conditions to perform common security functions and duties.
8. A working knowledge of School and State Criminal Law.
9. Knowledge of accident investigation (preferred).
10. Applicants with bilingual skills are preferred.

### **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. Investigate and supervise investigations of assigned cases of potential violations of district policy, criminal law, and workers compensation claims.
2. In a timely manner completes and provides detailed reports on all assigned investigations.
3. Identifies opportunities for pro-active investigations into potential issues that may arise.



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4. Creates and delivers investigative training course appropriate for field personnel doing routine investigations.
5. Regularly report's status of investigations and potential risks to the Captain of Safety and Security.
6. Ensures maintenance of investigation files and related documentation as warranted.
7. Assists school-based officers in the conducting of safety and security related issues.
8. Responds to all emergency situations, including after hour incidents.
9. Will be assigned to the building alarm call out rotation serving at minimum one week a month.
10. Performs other related duties as assigned.

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.