

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

<b>Job Title:</b>	Safety Command Center Specialist	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports to:</b>	Executive Director of Safety/Security	<b>Clerical/Tech Pay Grade:</b>	6 (221 Days)
<b>Dept./School:</b>	Safety, Security & Custodial/Districtwide	<b>Date Revised:</b>	6/24/2021

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**Primary Purpose:**

Provide for the safety of students, faculty, and staff and assist in implementing procedures that will ensure the protection of the campus personnel and property.

**Qualifications:**

**Education/Certification:**

High school diploma or GED  
Valid Texas Driver's License

**Special Knowledge/Skills:**

Demonstrates interest in and aptitude for work to be performed  
Desire and ability to work with students, parents, faculty, and staff  
Willingness to work occasional overtime  
General knowledge of security detail  
Must possess the ability, patience, and appropriate attitude to impact safety, order and discipline by interacting with students, community members, and employees of G-PISD  
Excellent organizational, communication, and interpersonal skills

**Experience:**

Security experience preferred  
Technology experience preferred

**Major Responsibilities and Duties:**

**Safety & Security**

1. Monitors multiple security cameras and respond to and assist campus personnel in emergency and non-emergency events.
2. Provide information updates wherever applicable in an effort to ensure situation, events, incidents are resolved in an appropriate manner.
3. Detect unfavorable situations, dispatch security/alert campus administrators, and make proper notifications to the appropriate level of management.
4. Work with other staff and emergency personnel to plan and implement safety goals and objectives.
5. Take all necessary precautions to protect students, staff, and facilities.
6. Receive and distribute alerts regarding unscheduled door openings.
7. Notify police, fire department, or other appropriate authority of any situation requiring immediate or prompt attention.

8. Develop and coordinate a continuing evaluation of safety and security and make recommendations based on findings. Monitors student behavior and alert campuses to help them enforce school rules related to student conduct.
9. Demonstrates teamwork through positive and cooperative working relationships with supervisors and coworkers.
10. Implements, coordinates and troubleshoots safety equipment, processes and software including but not limited to emergency management applications, student ID badges, and building maps.
11. Coordinates with district personnel, vendors and authorities with regard to fire safety equipment/inspections and vendor access to the buildings.

### **Communication**

12. Communicates effectively with colleagues, students, and parents to provide complete and accurate information in the conduct of district business.
13. Communicate with campus and district personnel.
14. Maintains confidentiality in the conduct of district business.

### **Other**

15. Complies with directions and instructions from supervisor and performs other tasks and responsibilities as assigned
16. Adhere to ethical and legal standards and model behavior that is professional and responsible.
17. Meets attendance standards and complies with notification procedures for absences.
18. Complies with district policies, as well as state and federal laws and regulations.
19. Follow district safety protocols and emergency procedures.
20. Has regular in person attendance and complies with notification procedures for absences.
21. Perform other duties as assigned.

### **Supervisory Responsibilities:**

Entry & Security Monitors.

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Security equipment, standard office equipment including computer and peripherals, telephone

**Posture:** Prolonged sitting; kneeling, squatting, bending, and stooping; moderate grasping/squeezing, wrist flexion/extension, and reaching

**Motion:** Limited to include some standing, bending, limited stretching and reaching

**Lifting:** Frequently light lifting (less than 15 pounds); occasional moderate lifting or carrying (15-44 pounds)

**Environment:** Office; frequent exposure to noise; some districtwide travel; frequent prolonged and irregular hours; moderate exposure to vehicle fumes and work around moving vehicles

**Mental Demands:** Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress

responsibilities and duties that may be assigned or skills that may be required.