



## **Notice of Job Vacancy #24-088**

**Posting Date:** January 22, 2024

**Position:** Safety Officers serving Berkeley County Schools

**Number of Positions:** Two (2)

**Location:** Itinerant locations as assigned by Berkeley County Schools

**Employment Term:** Full-time / 200 days following the Berkeley County Schools calendar

**Work Hours:**

- The workday will be an eight (8) hour day with a 30-minute lunch.
- The safety officer will be on duty at the school during regular school hours when students and/or faculty are required to attend.
- The safety officer will not be required to attend extracurricular activities which are held beyond their regular workday but will have the option to attend if they choose to do so.

**Salary:**

- \$60,000 for the 200-day schedule with opportunities for supplemental hourly work
- Supplemental pay of \$35/hour for approved hours worked outside of normal work hours
- Full benefits package available

**Qualifications:** A certified or qualified retired law-enforcement officer who meets all the requirements to carry a firearm as a qualified retired law-enforcement officer under the Law-Enforcement Officer Safety Act of 2004, as amended, pursuant to 18 U.S.C. 926C(c), carries that firearm in a concealed manner, and has on their person official identification in accordance with the act; preferred qualifications also include:

- A certification from an advanced training in school resource officer setting.
- A certification in first aid, AED, CPR, and Narcan administration.
- A clear drug and criminal background check.
- A patient attitude and even temper.
- The ability to mentor and interact with students in the PK-12 setting.
- A moral and ethical role model for students.

**Position Overview:** EPIC is hiring up to two (2) Safety Officers to serve Berkeley County Schools to provide security and develop safety plans for schools.

**Position Responsibilities:**

The dedicated Safety Officer's responsibilities include but are not limited to:

- Developing safety procedures for potential threats in the school, conducting drills with students and staff, and de-escalating aggression between students and between students and teachers.
- Patrolling the school grounds, ensuring overall safety, viewing videos and security monitors, and watching for strangers or suspicious activity.
- Supervising weapons detectors and special events and directing foot and auto traffic if necessary.
- Protecting the school and students against theft and property damage and assisting in medical emergencies.
- Maintaining positive relationships and contact with students to enhance positive behaviors.

- Working with counselors and support staff to assist students when referrals to service agencies are necessary, or to assist in conflict resolutions.
- Acting as a communication liaison with law enforcement agencies and providing basic information concerning students on the campus served by the officer.
- Referring students and/or families to the appropriate agencies for assistance as needed.
- The safety officer shall not act as a school disciplinarian. However, if the principal believes an incident is a violation of the law, the principal may contact the safety officer to determine whether local law enforcement agencies need to be contacted.
- Mentoring students in special situations when requested by the principal, student, or parent.
- Investigating criminal activity on or around school property.
- Acting as a resource person to answer questions students or parents may have concerning criminal law.
- Assisting local law enforcement agencies with outside investigations relating to students.
- Providing security at school events and/or functions.
- Complete other reasonable related duties as assigned.

Reports To: School Principal; BCS Lead Safety Officer; BCS Assistant Superintendent of Pupil Services; EPIC Administrator

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Anticipated Start Date: Immediately following the onboarding process.

Application Process: Candidates may make application one of the following ways:

**Online application** can be made online via Teach-In West Virginia Application System.

[Use this link to go to the online application system.](#)

**Hard copy EPIC application** can be downloaded from the EPIC website.

[Use this link to access the EPIC hard copy application.](#)

Once the hard copy application is complete:

Email to Shannon Johnson at [sdjohnson@wvsc.org](mailto:sdjohnson@wvsc.org)

Fax to 304-267-3599 Attention: Human Resources

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources

**This posting will remain open until filled or no longer needed.**