



Lakeland Joint School District #272  
15506 N. Washington Street,  
Rathdrum, ID 83858

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**TITLE:**

District Armed Safety Specialist

**JOB SUMMARY:**

Seeking an individual of the highest character to fill the position of district armed safety specialist. This person will assume the responsibility, role, and duties as guardian and safe-keeper of our school campuses, or wherever directly assigned by the District's Superintendent. He/she will be responsible to detect, prevent, and neutralize any potential threat that could impact or compromise the safety of our school campuses, occupants, and children.

**QUALIFICATIONS:**

1. Enjoys interacting and building relationship with students and staff in a public school setting
2. Former Law Enforcement with no de-certification or sustained significant disciplinary matters or a Military background with an Honorable Discharge or equivalent experience
3. Possess current qualification (or equivalent) or ability to pass the Idaho Peace Officer Standards and Training (P.O.S.T.) Firearms Course
4. Enhanced Concealed Permit
5. At a minimum, a high school diploma or General Education Degree
6. Valid driver's license
7. Highly proficient with the use of handgun and retention techniques
8. Physically fit, willing and able to confront a combative or potentially violent individual
9. Reliably demonstrates problem-solving ability under pressure
10. Demonstrates the ability to apply common sense solutions in scenario-based situations
11. Ability to communicate clear directives in time of crisis
12. Knowledge of security measures, fire prevention, crowd control, and crisis management
13. Knowledge of federal and state law, administrative rules, and Lakeland Joint School District Board policy governing search and seizure activities, and an understanding of the criminal justice system
14. Ability to work with groups and individuals on matters of safety, security issues, and crisis management
15. Ability to teach and implement district-wide efforts to promote proactive safety and security measures/programs
16. Self-motivated
17. Excellent interpersonal, communication, and organizational skills
18. Maintain confidentiality of all staff and student information and/or investigations

**Initial & Date** \_\_\_\_\_

19. Demonstrates honesty, integrity and the utmost professionalism at all times
20. Puts the life of a student above all else; willing to protect the most precious resources in our District

**TESTING REQUIREMENTS:**

(Qualified Applicants shall pass)

- |                                     |                             |
|-------------------------------------|-----------------------------|
| 1. Criminal history check           | 5. Medical Physical         |
| 2. Oral Boards (interview)          | 6. Drug Test                |
| 3. Extensive Background Check       | 7. Psychological Evaluation |
| 4. Idaho P.O.S.T. Firearm Standards | 8. Polygraph                |

**REPORTS TO:**

Assistant Superintendent and Building Principal

**PERFORMANCE RESPONSIBILITIES:**

*(not limited to, but may include)*

1. Regular training with law enforcement
2. Foster positive interactions with students, parents, and staff to build cooperative and supportive relationships
3. Patrol district buildings and grounds to protect against illegal entry, acts of violence, vandalism, illegal drug activity, arson, and theft
4. Conduct regular inspections of windows, doors, and other points of entry to ensure that they are secure
5. Patrol school grounds to observe unauthorized persons or vehicles, parking violations, and overall security of the outside area including exterior lighting and emergency access routes
6. Record observations, report unusual occurrences or property damage to the building principal, and document rule violations
7. Check identification of pupils, staff, and visitors entering the school as necessary
8. Help implement the district's security plan and security-related policies and procedures
9. Participate in the school's emergency and crisis management plan as assigned
10. Cooperate with the local law enforcement agency and other federal, state, and local agencies regarding building special security problems
11. Detain unauthorized persons, and call for police assistance in accordance with the district's crisis management plan
12. Notify police, fire department, or other appropriate authorities of any situation requiring immediate attention
13. Assist in evaluating the district's security program on a continuing basis and recommending changes as necessary
14. Submit documentation of all incidents of vandalism, violence, illegal drug activity, and security violations to building principal
15. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at District in-service training
16. Seek assistance should emergencies arise
17. Represent the school district in a positive manner

**Initial & Date** \_\_\_\_\_

- 18. Know and follow school district policy and chain of command
- 19. Perform other duties as assigned

**TERMS OF EMPLOYMENT:**

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of non-certificated personnel.

**NOTE:**

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

**LEGAL REFERENCE:**

*Legal Reference: I.C. § 33-512 Governance of Schools*

*I.C. § 33-1210 Information on Past Job Performance*

*Board Approval Date:*

*Last Revision:*

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Human Resources \_\_\_\_\_