



CLARKE COUNTY SCHOOL DISTRICT  
**VACANCY NOTICE**

<b>Posting Date:</b> <p style="text-align: center;">July 3, 3007</p>	<b>Apply By:</b> <p style="text-align: center;">July 18, 2007, or until filled.</p>	
<b>Position Title:</b> <p style="text-align: center;">Police Services Coordinator</p>	<b>Location:</b> <p style="text-align: center;">CCSD Board Office</p>	<b>Reports To:</b> <p style="text-align: center;">Chief of Police Clarke County School District</p>
<b>Description of Duties:</b> <p>Please see the following Job Description.</p>		
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>◆ Bachelor's degree or equivalent in education and experience.</li> <li>◆ Minimum of 5 years law enforcement experience.</li> <li>◆ Supervisory and/or administrative experience desirable.</li> <li>◆ P.O.S.T. (Peace Officers Standards and Training Council) Certification.</li> <li>◆ P.O.S.T. Instructor Certification desirable.</li> <li>◆ Valid GA driver's license.</li> </ul>		
<b>Term/Salary</b> <ul style="list-style-type: none"> <li>◆ Full-time, 248-day position, beginning immediately.</li> <li>◆ Salary Scale SP5C, to be based on qualifications and verified previous experience.</li> </ul>		
<b>Requirements for Consideration Interview:</b> <ul style="list-style-type: none"> <li style="width: 50%;">• Letter of introduction/interest.</li> <li style="width: 50%;">• Official transcripts.</li> <li style="width: 50%;">• Current résumé/vita.</li> <li style="width: 50%;">• List of references who may be contacted.</li> <li style="width: 50%;">• Letters of reference.</li> <li style="width: 50%;">• Copy of current certification.</li> </ul> <p>• A COMPLETED Clarke County School District Application Package must be on file with Human Resources Department.</p>		
<p>A completed application package for <b>current CCSD employees</b> will consist of a letter stating an interest in this position and a current résumé addressing each qualification listed above.</p> <p><b>Out-of-district candidates</b> must submit a CLASSIFIED Clarke County School District application package in addition to the letter of interest and résumé. Résumé/application should include daytime telephone number and prior employment history with addresses and telephone numbers.</p> <p>Consideration interviews will begin as soon as a list of applicants is established. Résumés/applications will be evaluated and only those meeting the qualifications will be considered. Top candidates will be contacted for interviews.</p> <p style="text-align: center;">Please submit application materials to the following:</p> <p style="text-align: center;">Clarke County School District Director of Human Resources 240 Mitchell Bridge Road Athens, Georgia 30606 706-546-7721, extension 18249 or 18226 • Fax 706-357-5383 <a href="http://www.clarke.k12.ga.us">www.clarke.k12.ga.us</a></p>		
<p>The Clarke County School District encourages candidates from diverse ethnic and racial backgrounds to apply for this and all other positions. The school district does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, handicap, or disability in its educational programs, activities, or employment practices. Inquiries or concerns regarding Title VI or Title IX regulations may be directed to the Director of Human Resources at the above address.</p>		

# **CLARKE COUNTY SCHOOL DISTRICT** **JOB DESCRIPTION**

**TITLE** Police Services Coordinator

**REPORTS TO** Chief of Police

## **NATURE OF WORK**

Responsible for administrative functions to include but not limited to ensuring compliance with P.O.S.T. (Peace Officers Standards and Training) training requirements for sworn personnel, working with technicians and other district personnel to ensure security systems are operable, managing the GCIC and Live Scan functions for compliance with state law, and serves as a resource to team leaders assigned to high schools and other school administrators/principals.

## **ESSENTIAL FUNCTIONS**

1. Serves as a liaison between the office of the Chief of Police, the Clarke County School District Community, local and state law enforcement, and as a resource for police team leaders assigned to the high schools.
2. Researches and schedules appropriate training for certification requirements.
3. Manages the school district's security systems by working with vendor technicians and other district personnel.
4. Prepare work schedules for civilian patrol personnel.
5. Performs various line inspections of personnel regarding uniforms, equipment, and assigned vehicles for appearance, cleanliness, and maintenance.
6. Reviews job applications along with team leaders for potential employment and makes recommendations to principals and the Chief of Police.
7. Drafts amendments and new regulations as directed for review by the Chief of Police.
8. Arranges periodic drug dog searches through local law enforcement or state DOC (Department of Corrections) and high school team leaders.
9. Prepares monthly reports on arrests and incidents in the Clarke County School District community.
10. Evaluates selected subordinate personnel annually within established guidelines set forth by the Human Resources Department.
11. Serves as a replacement for police team leaders in their absence at assigned high schools.
12. Performs on call duties for after hour and weekend emergencies as needed.
13. Performs specialized duties and assignments as required or designated by the Chief of Police.
14. Serves as Police Department liaison in the absence of the Chief of Police.

## **REQUIRED KNOWLEDGE AND SKILLS**

1. Knowledge of federal, state, and county laws and regulations governing law enforcement actions.
2. Knowledge of Clarke County School District policies, rules, and regulations regarding school operations and enforcement actions.
3. Knowledge of police supervisory techniques and practices.
4. Knowledge of arrest tactics and handcuffing procedures.
5. Knowledge of geography of Athens-Clarke County, school district facilities, public buildings, and emergency facilities.
6. Knowledge of first aid and CPR procedures.
7. Skill in oral and written communications and the ability to deal with the public in a fair and courteous, yet firm manner.
8. Skill in use of restraint devices, police baton, firearms, and other police related equipment.
9. Skill in planning, assigning, supervising, training, and evaluating.

## **QUALIFICATIONS**

### Education

- Bachelor's degree or equivalent in education and experience.

### Experience

- Minimum of 5 years law enforcement experience.
- Supervisory and/or administrative experience desirable.

### Licenses/Certificates

- Certification: P.O.S.T. (Peace Officers Standards and Training Council).
- P.O.S.T. Instructor Certification desirable.
- Valid GA driver's license.

## **PHYSICAL ABILITIES**

The following figures convey the relevant and relative physical abilities an applicant or employee must possess in order to fulfill the functions and duties of the job.

STANDING/WALKING



40%

SITTING



40%

STOOPING/SQUATTING



10%

REACHING



10%

LIFTING



50 lbs