Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 9/11/2026

Safety and Security Specialist (School Security Officers)

Pay Scale: B
Level: 13
FLSA Status: Exempt
Job Family: Safety and Security
Primary Location: Administration

Department Overview
The Superintendent's Office provides leadership and guidance to all school sites and administrative offices throughout the Division. The Office works closely with the School Board to interpret policy, assure compliance, and provide strategic direction to the Division to meet the needs of students, parents, families, employees, and community members. Additionally, the Office is home to the Division's internal audit; ombuds; legal counsel; safety and security; strategic planning; and diversity, equity, inclusion, and accessibility operations.

Job Overview
The Safety and Security Coordinator is responsible in overseeing the day-to-day operations of School Security Officers (SSO) and Lead School Security Officers. This position acts as a resource and liaison to school principals, School Resource Officers (SRO) and other emergency responders. This employee responds to safety concerns within LCPS and uses expert knowledge and experience to make recommendations to improve the overall safety of students and employees.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Manages the daily operations of the School Security Officer (SSO) program
- Provides onsite guidance to SSOs to ensure compliance with duties and expectations, and best security practices and protocols
- Assists school principals in effectively utilizing their SSOs to ensure student safety
- Oversees and verifies training of new SSOs
- Conducts SSO job interviews, makes hiring recommendations, conducts performance evaluations, implements employee improvement plans, approves timecards, investigates reports and complaints of policy violations, prepares written reports and reprimands for performance and policy violations
- Recommends improvements and enhancements to the SSO program including job descriptions, roles and expectations, technology improvements, training requirements, and professional development programs
- Assists with developing effective school-community relations and in maintaining a human relations climate which promotes a positive school environment
- Provides student safety and supervisory assistance on school premises when required
- Provides onsite assistance to administrators during emergency incidents
- Assists administrators and SSOs in developing and executing safety plans for large events
- Research and develop SSO best practices in accordance with Virginia DCJS SSO certification standards
- Completes special projects as assigned
- Serves as periodic 24/7 on call representative for Safety & Security and may lead after-hours response to emergencies or other incidents

- Responds to emergency situations and serves as onsite incident commander for Safety & Security

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
Bachelor's Degree in a related field

Experience
Five (5) years or more field experience in law enforcement leadership and management or related experience at the decision-making level

Licenses and Certifications

Knowledge, Skills, and Abilities
- Knowledge of emergency planning, threat management, physical security and supportive technologies around surveillance cameras, fire and security systems, computer software, and radio communications
- FEMA coursework on ICS, Emergency Planning

Physical Requirements
The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing, or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.

Essential Personnel Disclosure

Employees who perform the responsibilities of this job are considered essential personnel. Essential personnel are designated employees who must report for work during a delay or emergency situations. A workplace emergency is an unforeseen situation that threatens the staff, pupils, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade. It is incumbent upon the supervisor to inform and confirm which essential personnel are required to work during emergency closings. Notification and confirmation of the expectation of essential personnel to report to work, or maintain as-needed status, will be executed with as much advanced notice as possible via in-person communication or email.