



Job Description Security Officer

Employment Status: Full-Time

FLSA Status: Non-Exempt

Calendar: 180 Days

Experience Required: Successful experience in security or law enforcement preferred.

Minimum Education Requirements: High School Diploma or G.E.D.

Department: Support Staff.

Direct Supervisor: Building Principal.

Primary Work Location: School setting.

Certification: Law Enforcement Commission or related certificate

Job Summary: Preserve the peace and provide a safe environment for staff, students, and visitors and protect district property and grounds.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Assist building administrators and staff in enforcing school policies, rules, and regulations that strive secure the safety
- Conduct foot patrols, monitor both inside and outside of assigned schools.
- Refer students found in violation of school policies, rules, and regulations to building administration.
- Assist building administrators and staff in preventing or restraining confrontations and altercations between students or others present on school grounds.
- Direct students and others to vacate school property in situations that warrant such action; refer individuals to the police department when appropriate.
- Limit the use of force in carrying out responsibilities to the minimum extent necessary to protect their own well-being and the safety of others.
- Assist building administrators and staff in limiting access to school facilities.
- Assist building administrators and staff in providing for the maintenance of the physical property of the school, staff, and students.
- Respond to all radio calls.
- Attend all in-service training as may be required by the Security Department Management.
- Responsible for maintaining and cleaning department-issued equipment and assigned vehicles
- Duties are performed as assigned in all weather conditions and on any shift day or night.
- Perform related work as required.

Knowledge, Skills, and Abilities (KSA's) for Position

Effective Date:



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An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Federal, State, and City ordinances as they apply to the School District.
- Policies and administrative directives that affect the operation of the Security Department.
- Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Skills

- Follow and relay verbal and written orders.
- Strong written and oral communications and relational skills.
- Remain professional, composed, and objective in all types of situations.
- Occupational hazards and safe working conditions.

Abilities

- Observe situations analytically, impartially, and objectively to record them clearly and completely.
- Use sound logic and independent judgment to react quickly and appropriately in dangerous and emergency situations.
- Anticipate potential problems before they occur.
- React to situations utilizing appropriate levels of force.
- Concentrate on a task over a period of time without being distracted.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Lift up to 50 pounds.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Effective Date:



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date