

POSITION TITLE: Substitute Security Specialist

QUALIFICATIONS: High school diploma or its equivalency required. Completion of two years of college courses or an Associate's Degree in social work, political science, criminology/criminal justice or related courses preferred. Three years of recent, successful experience in juvenile justice, law enforcement, or social services, preferably with juveniles, or any combination of education and related experience preferred. Must possess excellent verbal/written communication and organizational skills. Must have the ability to communicate and maintain effective working relationships with school officials, faculty, students, police, social services agencies, and the general public. Must be reliable, flexible, and adaptable to changing priorities and situations and have the ability to operate effectively in a team environment. Must model appropriate behavior for students to emulate. Must successfully complete a background investigation, a criminal record check, and drug screening. Must also successfully complete or hold the Commonwealth of Virginia DCJS School Security Officer Training Program Certificate and must successfully complete all Safety and Security mandated training. Must be physically able to perform all duties of a Security Specialist. Must possess a valid Virginia driver's license.

PERFORMANCE EXPECTATIONS: Monitors the school climate through the assessment of the interaction of the students and school staff, reports incidents and personal observations of students. Reports situations and trends that indicate a need for intervention by the appropriate school administration, community, social services, or law enforcement agencies. Assists school administration in the supervision of students and visitors to facilitate their safe and orderly movement in hallways, restrooms, building entrances, stairwells, and classrooms. Monitors student movement in parking areas, vehicular traffic and completes reports to administration as appropriate. Renders First Aid and CPR when necessary. Assists in the control and removal of persons not officially verified as participants in official functions, escorts authorized and unauthorized visitors to building administrators as required. Must operate and maintain all security related equipment. Assists in the safe and orderly conduct of school activities, verifies visitor permits and student hall passes. Participates in investigations, completes reports and testifies in hearings and court proceedings as required. Confers with the Building Principal and Supervisor of Safety and Security on matters related to building security. Coordinates crime prevention functions at the school building level. Performs other related office support duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs responsible protective service work maintaining a safe and secure environment at a school. Work may require some pulling and lifting up to 30 pounds; help break up physical altercation between students and/or physically restraining a student. Work requires climbing stairs, long periods of walking and standing. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for visual inspection involving safety and security concerns and problems, operation of motor vehicles or equipment, and observing general surroundings and activities.

REPORTS TO: Safety and Security Supervisor and Building Principal

PAY SCHEDULE: Non-contracted

LENGTH OF CONTRACT: Temporary / Can be terminated at any time by Richmond Public Schools

FLSA: Non-exempt