

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

Job Description

TITLE: School Security Officer

(FLSA Status: Non-Exempt)

MINIMUM QUALIFICATIONS:

1. U. S. citizen or authorized alien.
2. High school diploma or equivalent.
3. A background in law enforcement is desirable, juvenile justice preferred.
4. Must be eligible to be commissioned as a police officer.
5. Must have the ability to work with students across multiple environments.

REPORTS TO: Principal/Supervisor

ESSENTIAL JOB FUNCTIONS:

1. Wand students with the metal detector each morning as they depart from the bus.
2. Conduct appropriate search and seizure when needed.
3. Escort groups of students on established restroom breaks.
4. Supervise student movement in the halls.
5. Supervise lunch detention.
6. Supervise Physical Education detention.
7. Supervise work crew of vocational students.
8. Provide a visible presence to support the established structure of the program.
9. Secure the facility at the end of the day.
10. Provide information on the legal system to students.
11. Establish and maintain contact with other agencies that may be working with our students (i.e., probation officers, district attorney's office, etc.).

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Must provide personal uniform.
2. Performs other appropriate tasks assigned by supervisor.

PHYSICAL DEMANDS:

1. Neat and well-groomed appearance.
2. Must possess physical skills and stamina to perform job responsibilities.
3. Ability to work tactfully with schools, agencies, and the general public.
4. Ability to work effectively under pressure while dealing with day to day problems.
5. Must tolerate constant periods of walking throughout the shift.
6. Must tolerate frequent periods of sitting throughout the shift.

TERMS OF EMPLOYMENT: To be determined by the Superintendent

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ Date: _____

Reviewed and
Agreed to by: _____ Date: _____
(Incumbent's Signature)

Incumbent's Name (Please Print)

Employee Identification Number

Original-Human Resources
(Rev. 11/07)

Copy- School

Copy - Employee