

**Job Title:** Security Officer

**Reports To:** Clifford Harris, Lead Security Officer & Joseph McBride, Director of Security

**Supervises:** K-8

**Nature and Scope of Job:**

The Philadelphia Charter School for Arts & Sciences seeks a full-time Officer to join the Security team at our neighborhood campus located at 1197 Haworth St. The Security Officer promotes attitudes of student responsibility and assists in the safety of students and staff and the security of the facilities and premises.

**Job Functions and Responsibilities**

- Patrol and monitor hallways, stairwells, restrooms, outside facilities, and other public and unsupervised places of the school to ensure the safety and well-being of students, staff and authorized visitors and the security of the facilities.
- Ensure a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations.
- Assist with supervision in meal periods and with morning arrival and afternoon dismissal of students.
- Remove disruptive students from classes when necessary.
- Assist professional staff, police, and emergency personnel in handling emergencies or disruptive situations.
- Encourage and ensure that students have proper identification.
- Assist visitors with directions and secure proper identification.
- Challenge unauthorized visitors and escort them to exits.
- Report any disciplinary infractions, unauthorized visitors, and any improper acts to person or property to their Supervisors. Notify the Administration and Director of Security of any emergency, potentially dangerous, or unusual situations.
- Immediately notify appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or

individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.

- Assist professional staff with home visits as needed.
- Assist the Counselors or other staff as needed.
- Participate in appropriate in-service and workshop programs.
- Promote student responsibility for behavior and attitude by serving as a role model and dressing and grooming professionally.
- Display ethical and professional behavior in working with students, parents, school personnel and visitors.
- Protect confidentiality of records and information about staff and students and use discretion.
- Adhere to federal, state, and local law, policies and procedures of the Board of Trustees, Administration and Board of Education, and contractual obligations.
- Perform any duties and responsibilities that are within the scope of employment, as assigned and not otherwise prohibited by law.