

## **Birmingham Community Charter High School Security Officer/Leasing Assistant**

Title: Security Officer/Leasing Assistant  
FLSA Status: Non-Exempt  
Reports to: School Administrator  
Supervises: N/A

### **DEFINITION:**

Under general supervision, patrol and maintain surveillance of BCCHS facilities and grounds, reporting security violations. Assists in planning coordinating, processing, and expediting projects relative to the filming, civic center, and other facilities.

### **ESSENTIAL FUNCTIONS:**

- Patrols school corridors, locker rooms, rest rooms, assembly and athletic facilities, gymnasiums, bus-loading areas, and other campus locations in order to observe student behavior and prevent violations or unsafe activities
- Provides information to school administrators regarding causes and effects of campus and community tension
- Gathers information and provides advice regarding gang activities
- May direct students and others and take action, as necessary, to prevent injury to persons or damage to property
- Showing the facility to location scouts
- May work with groups authorized to be on the campus and keep the campus free of unauthorized persons
- May assist a certificated employee in supervising students during special events
- May deliver, set up, lay out, or collect equipment and other materials
- Coordinates with Plant Manager custodial coverage as needed for school and special events
- Secure school campus before, during and after each event
- Deal with emergencies during events as needed
- Performs related duties as assigned

### **KNOWLEDGE OF:**

- Safety rules and procedures to be observed by students
- Standards of courtesy and behavior expected of students
- Safety regulations, relating to event projects
- Organizational structure of the Facilities Services Division and the school
- Close-out procedures of events
- Fire Alarm System
- PA System
- Watering Clocks
- Pool Operations

### **ABILITY TO:**

- Establish good relations with individual students and groups
- Communicate effectively both orally and in writing with staff, parents, and students
- React quickly and appropriately in emergencies
- Operate two-way radio equipment
- Work effectively with school personnel, students, parents, the public, and others
- Work harmoniously with school personnel and the public
- Organize and prioritize projects

## Campus Aide

### EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency. Completion of a State approved campus safety training program required.

### EXPERIENCE:

One (1) year of full time paid or volunteer security experience and one (1) year of experience coordinating, analyzing, planning, and reporting on events or special projects. Demonstrated experience working with youth in an organized setting.

### SPECIAL:

A valid California Driver License and use of an automobile may be required for this position.

### PHYSICAL DEMANDS:

- Safely lift and move heavy supplies and equipment up to 50 pounds Lift, carry, push, pull, bend, twist, stoop, kneel, walk, run, and crawl
- Outdoor and indoor environment
- Reach in all directions
- Stand, sit and walk for extended periods of time
- Read, interpret, and apply rules, regulations, policies and procedures
- Contact with dissatisfied or abusive individuals
- Subdue or restrain persons
- Verbal and/or physical confrontations
- Hearing and speaking to exchange information
- Maintain physical fitness
- Work at a desk, conference table, cafeteria, or in meetings of various configurations

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

### Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date