



**Job Title: Seasonal School Safety Officer**

Position Title: Seasonal School Safety Officer	Reports to: Director of Student Safety & Security
Job Category: Facilities	FLSA: Hourly, Non-Exempt
FTE: 1.0; variable	Current Date: April 2023

**General Summary:** Security Officers are frequently the first contact for visitors on campus, and should have outstanding customer service skills. They are responsible for the overall safety and security of the School.

**Essential Duties and Responsibilities:**

- Fulfill duties associated with the School’s safety plan to comply with the School’s strategic goals to maximize the safety of students, staff, and the overall community.
- Maintain an orderly post while fostering a positive work environment.
- Sets the overall strategic direction of the department and develops the goals and objectives.
- Monitors the implementation of the Represents USM at various events, extra-curricular activities, sporting events, etc. to establish goodwill and resolve and respond to issues.
- Serves as a resource in response to security, safety concerns or questions.
- Develops and continuously improves policies and protocols to support emergency response and a safe school environment.
- Leads and evaluates all safety effectiveness and drives results aligned to safety and security priorities.
- Directs traffic when needed.
- Exercise dignity and respect when interacting with people at all times.
- Responds to crises when appropriate.
- Collaborates with internal and external personnel in planning a standardized response to critical incidents.
- Active attend and participate in the training programs to support safety, accident prevention, and other relevant topics.
- Monitors alarms, cameras, and security equipment to ensure everything is functioning properly.
- Interacts and develops collaborative relationships with local and state law enforcement and safety agencies.
- Manages resources efficiently.
- Works collaboratively and effectively with the USM community at large.
- Performs other duties as assigned.

**Knowledge, Skills and Abilities:**

- Some knowledge of law enforcement policies and procedures, crime prevention, investigations, public safety training, and operation preferred
- Strong decision-making ability
- Ability to de-escalate confrontations
- Resource management skills
- Ability to make recommendations on various topics
- Ability to exercise strict confidentiality in handling sensitive information



THE EXPERIENCE FOR A LIFETIME

- Ability to manage critical incidents successfully
- Ability to successfully work and interact with a diverse population
- Outstanding customer service skills
- Knowledge of the USM culture and community served
- Strong interpersonal skills; capable of using tact and diplomacy in dealing with others
- High level of maturity, confidentiality, assertiveness and independence
- Capable of competently operating technology

**Education and Experience:**

- **Prior law enforcement, security, or school safety experience preferred**
- **Current driver's license**
- **CPR/AED Certification preferred**

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and ability to adjust focus.				X
Hearing: Must be able to hear well enough to communicate with students, employees, and others.				X
Standing/walking/sitting				X
Climbing/Stooping/kneeling/balancing.	X			



THE EXPERIENCE FOR A LIFETIME

Lifting/pulling/pushing up to 5-25 lbs. (i.e. boxes of books and mobile computer carts, etc.)	X			
Manual dexterity to operate computer and office equipment.				X
Bending at the neck and waist.			X	
Communication: Ability to talk, hear, and express and understand ideas and thoughts. Able to meet multiple demands from several people and interact with public and staff.				X

**Working Conditions:** Good working conditions in a school environment

**Drug Free Workplace:**

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at University School of School of Milwaukee pursuant to the Substance Abuse/Drug Free Workplace policy.

**Disclaimer:**

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding the position and additional rules may be assigned.*