



## **SCHOOL SECURITY OFFICER I**

### **GENERAL RESPONSIBILITIES**

Under the leadership and direction of the school building administrator and the guidance of the Office of Security and Emergency Management, the position is responsible for the singular purpose of providing protective service work to maintain order and discipline, preventing crime on the school property, school buses, or at school-sponsored events and who is responsible solely for ensuring the safety, security, and welfare of all students, faculty, staff, and visitors in the assigned school. The position investigates violations of the policies of the school and detains students violating the law or the policies of the school board at the assigned school.

### **ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provide security throughout the day performing the regularly assigned security duties.
- Provide security for after-school, evening, sporting events, and/or weekend sports and other events as assigned.
- Assist the School Resource Officer (SRO) as requested during emergencies.
- Conduct surveillance of school buildings, grounds, and activities.
- Patrol hallways, stairwells, restrooms, and parking areas throughout the school day; check windows, doors, and entrances to secure building(s).
- Maintain a visual of the main entrance; greet, screen, and sign in all visitors when assignment requires.
- Deter admittance of unauthorized persons to the premises; take appropriate action to assist/escort unauthorized persons from school premises.
- Monitor vehicles entering school grounds.
- Report suspicious conditions or disturbances to the administration.
- Escort disruptive students to locations specified by school administration; help to minimize physical confrontations.
- Maintain and operate the electronic visitor management system and alarm sign-in system.
- Monitor closed-circuit television (CCTV) cameras and emergency radio, report non-working equipment to administration and lead school security officer.
- Maintain proper functioning of x-ray detection machine; conduct metal detection and x-ray detection screening, as assigned.
- Communicate daily with the SRO to ensure security is always available.
- Assist with fire drills and emergency evacuations.
- Supervise students during lunch periods; observe student and/or locker searches, as assigned.
- Assist with the loading and unloading of buses, as assigned.
- Perform related work as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Must have a general knowledge of the practices, procedures, and strategies regarding the protection of buildings and grounds to provide effective security operations. Must have the ability to recognize and identify activities or situations, which have or may become a problem or emergency. Must have the ability to think and respond quickly, effectively, and responsibly during emergencies. Must have the ability to comprehend and/or explain various types of information clearly and concisely; interact and respond effectively to students, staff, and the community; and prepare and maintain accurate reports. Must be able to communicate effectively clearly and understandably in both oral and written format. Must be skilled in the use and operation of a closed-circuit television system, security software programs, and other emergency/security equipment.

### **EDUCATION AND EXPERIENCE**

**Required:** High School Diploma or GED, and previous experience as a law enforcement officer.

**Preferred:** Experience in working with children.



**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Frequent sitting, walking, standing, and grasping. Frequent bending, stooping, balancing, crouching, fingering, repetitive motion, and reaching. Work involves moderate exposure to unusual elements such as extreme temperatures and hazards such as moving vehicles and/or loud noises. Ability to lift up to 20 pounds frequently, up to 50 pounds occasionally, and over 50 pounds rarely. Requires timely and regular adherence to established work schedules. Must have the ability to handle a firearm safely and effectively. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

- Must complete and maintain the following training and certifications:
  - Virginia School Security Officer Certification (recertification every two years required)
  - De-Escalation Training (recertification every two years required).
  - Annual Mandatory Employee Training (AMET) (completion annually).
  - Automated External Defibrillator (AED) and Cardiopulmonary Resuscitation (CPR) Training (recertification every two years required).
  - Basic First-Aid Training (recertification every two years required).
- Possession of a valid driver's license.
- Regular and reliable attendance is an essential function of this position.