



SCHOOL SECURITY OFFICER II

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 armed 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 armed security throughout the day performing the regularly assigned security duties.
- Provide armed security for after-school, evening, sporting events, and/or weekend activities as assigned.
- Assist the 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 School Resource Officer (SRO) to ensure armed 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. Must clearly understand the "last resort" imminent threat circumstances that necessitate the use of a firearm.

EDUCATION AND EXPERIENCE

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

Preferred: Experience 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 essential tasks.

SPECIAL REQUIREMENTS

- Applicants must meet the eligibility requirements to carry a firearm as outlined in Virginia state code 22.1-280.2:1 “Employment of school security officers” which includes but is not limited to:
 - i. If within 10 years immediately prior to being hired by Virginia Beach City Public Schools, the applicant
 - a. was an active law enforcement officer as defined in 9.1-101 in the Commonwealth;
 - b. was employed by a law enforcement agency of the United States or any state or political subdivision thereof and his duties were substantially similar to those of a law-enforcement officer in good standing.
 - ii. retired or resigned from his position as a law-enforcement officer in good standing;
 - iii. meets the training and qualifications described in subsection C of § 18.2-308.016;
 - iv. provides proof of completion of a training course that includes training in active shooter emergency response, emergency evacuation procedure, and threat assessment to the Department of Criminal Justice Services pursuant to subdivision 42 of § 9.1-102, provided such training from a local law-enforcement agency he received the training in the locality in which employed;
 - v. able to receive verification from such chief law-enforcement officer that the school security officer is not prohibited by state or federal law from possessing, purchasing, or transporting a firearm; and
 - vi. the local school board grants him the authority to carry a firearm in the performance of duties.
- 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).
 - DCJS mandated Active Shooter, Emergency Evacuation, and Threat Assessment Training.
 - VBCPS/VBPD Mandated Firearm Qualification
- Possession of a valid driver’s license.
- Regular and reliable attendance is an essential function of this position.