

SEDALIA SCHOOL DISTRICT #200

Job Title: Security/Attendance Officer

Job Overview

- Security Attendance Officer salary schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment by May 15
- Reports to Assistant Superintendent

Qualifications

- High School Graduate or equivalent
- Law enforcement/military/criminal justice/first responder education/military training preferred
- Successful law enforcement experience preferred
- Understanding of the role of the security/attendance officer and the public school's relationship to the community and the people served
- Able to complete an annual physical assessment designed to assess the minimal level of physical fitness required to perform the position responsibilities below
- Able to perform self-defense and restriction of movement tactics
- Possess a working knowledge of video technology and radio communications
- Work with little or no supervision
- Maintain confidentiality in all aspects
- Ability to organize and plan effectively
- Ability to remain calm and exercise common sense in stress situations
- Able to work in a variety of outdoor weather conditions
- Effective communication skills
- Possess an ethical and professional attitude toward colleagues and the policies of the district

Other Working Conditions

- Vacations, leave policies, and fringe benefits as stated in Board policies

Annual Physical Assessment

- To ensure the safety of our students and staff, our Security/Attendance Officers must be able to perform the physical demands outlined within this job description. Accordingly, Security/Attendance Officers must pass an initial post-offer, pre-employment medical examination, and must be able to perform the following physical tasks during the initial and subsequent annual examinations:
- Run ½ mile in 4 minutes and 30 seconds or less
- Run 50 yards in 10 seconds or less
- Sit-Ups – 30 sit-ups in 1 minute or less
- Push-ups – 30 push-ups in 1 minute or less
- Body pull – pull an adult size body dummy 50 yards
- Fireman's carry – execute fireman's carry an adult size body dummy 50 yards

Responsibilities and Duties

- Possess a thorough understanding of, and an ability to relate to, youth

- Activities under the direct instruction of the Assistant Superintendent
- Protect the students, staff, and visitors, and assist in maintaining order
- Will take proper law enforcement action as permitted by law
- Assist administration in responding to discipline issues
- Transportation of students when requested by administration (only utilizing district provided vehicle)
- Assist with first aid as needed
- Complies with the building principal's directions while in particular schools or involved in situations directly related to particular school
- Subject to the call of building principals in regards to student conduct and truancy cases
- Supervision of the opening and dismissal of the school day
- Available for special assignments and/or supervision responsibilities including evening activities
- Perform supervision of school activities or special events as assigned
- Remain informed on laws and procedures pertaining to school attendance and juvenile justice
- Anticipate potential problems and work with the administrations in the prevention or alleviation of these problems
- Maintain strict confidentiality regarding all related information on student problems
- Transportation of students when requested by administration
- Work with gatekeepers regarding accountability and deposits of gate receipts
- Provide educational information both in and out of the classroom. Officer should have pamphlets and information available on a variety of topics. Officer shall prepare and present specialized lectures to classes and arrange for guest lecturers on topics as discussed by school staff
- Advising students and/or parents to assist them in solving juvenile problems. Relevant program referrals to assist with a problem should also be provide
- Advise staff on safety matters, violence reduction strategies, and activities of students
- Assist students by advising them concerning law related problems and to assist them by mediating disputes
- Promote the School Resource Officer Program through lectures and presentations to the school and to the community outside the school environment
- Provide a positive role model to the students and foster better understanding and relationships between law enforcement officials, students, school staff, and the community
- Serve as a link between the School District, Social Service Agencies, and other Law Enforcement Agencies
- Remain current on all permits and requirements of the law in regards to carrying a weapon
- Annual certification by certified firearms trainer
- Attend annual professional development
- Attend regular and special meetings as required by the administration
- Maintain communication and a working relationship with students, parents, staff members, and others regarding instruction programs
- Work cooperatively with the directors, district coordinators, and administrators in the supervision and coordination of the respective programs
- Maintain a positive attitude of support for the district and its goals at all times while performing District work
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by school district administration

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.