



Minooka CCSD 201
District Office
305 W. Church Street
Minooka, Illinois 60447

POSITION TITLE: School Security Officer (Armed)

DEPARTMENT: Student Services

REPORTS TO: Superintendent or designee

EVALUATED BY: Superintendent or designee

POSITION GOAL(S):

The primary purpose of this position is to ensure the safety, security, and welfare of all students, faculty, staff, and visitors in Minooka 201 schools while under the direction and supervision of the Minooka 201 Superintendent or Designee. This position will work to foster positive relationships with students and the learning community while also working in tandem with existing Administrative practices and building procedures to maintain order, prevent crime, and assist the building Administration with the operations of the school on school property or at school-sponsored events when necessary and appropriate.

JOB DUTIES / ACCOUNTABILITIES:

1. Ensures the security, safety, and well-being of all personnel, visitors and the premises.
2. Patrols and monitors assigned areas of the school buildings, grounds and parking lots to deter, detect, report and stop violations of the law and/or school board policies.
3. Secures premises and personnel by controlling entry and screening all visitors per district policy.
4. Detects, investigates, and reports unauthorized or suspicious persons, vehicles and activities.
5. Monitors surveillance and security panel alarm systems, communicating necessary information to prompt required investigation and facilitating the appropriate emergency response.
6. Notifies the administrative staff, police, fire department, or other appropriate authorities of security or emergency situations.
7. Assists administrators and staff in crisis and emergency situations.
8. Assists with planning, coordinating and working special events and projects.
9. Assists the building Administration with the operations of the school.
10. Assists with investigations as needed and assigned (for example, student residency).
11. Works closely with law enforcement agencies to conduct and participate in any and all training as determined appropriate.
12. Makes rapid and appropriate decisions during stressful situations.
13. Responds to incoming security calls according to established procedures.
14. Responds to critical incidents and investigates to determine cause then takes appropriate action.
15. Assists injured persons and determines appropriate action in a timely manner including contacting emergency medical personnel when necessary.
16. Regularly patrols school perimeter and facilities, including security checks of school sites including the school buildings, ensuring that access is limited to approved and specified points of entry, as well as school grounds, athletic facilities, and parking areas.

17. Supervises or provides crowd control for student, adult, and community events/activities (as assigned) to ensure compliance with school safety and security procedures and Board Policy.
18. Maintains CPR and first aid certification.
19. Must be willing and able to carry and use all security weapons, including a firearm, in accordance with District protocols.
20. Must qualify with a firearm according to the approved district firearms and ammunition list.
21. Satisfies annual firearms training/certification requirements designated by the Board, such as those available to retired and separated law enforcement officers or school resource officers pursuant to the federal Law Enforcement Officer Safety Act (18 U.S.C. § 926B, 926C) and the Illinois Police Training Act (50 ILCS 705).

OTHER DUTIES

1. Performs other related duties as assigned by the Superintendent or other appropriate administrator(s).

EXPERIENCE / KNOWLEDGE:

1. Excellent problem solving and people management skills.
2. Above average computer skills and knowledge with Microsoft Office Suite, electronic monitoring and programming software.
3. Responsible and professional leadership.
4. Ability to review and evaluate operating procedures and recommend improvements.
5. Strong ability to provide a very high level of customer service to schools and community.
6. Ability to prepare and brief high level and sensitive information reports as required.
7. Knowledge in working with technical communications systems, programs and equipment during daily operations and emergency circumstances.
8. Ability to multitask while working on a computer and monitoring several technology outlets simultaneously.

QUALIFICATIONS / EDUCATION:

1. Minimum of 5 years' experience in law enforcement, having retired or separated in good standing
2. Possess a valid drivers license and Firearm Owner's Identification Card.
3. Bachelor's degree preferred
4. Strong people and process management skills
5. Successfully pass a fingerprint criminal background investigation, physical fitness examination, drug/alcohol screening and mental health evaluation.
6. Must be able to pass a background check for a firearm purchase.

The knowledge, skills and abilities listed above are typically acquired through the levels of education and experience listed. However, any equivalent combination of education and/or experience, which provides an applicant with the listed knowledge, skills and abilities to perform the essential duties and responsibilities of the position, may be acceptable.

PHYSICAL AND MENTAL DEMANDS:

1. Must have the ability to sit, stand, kneel, stoop, climb stairs and walk for extended periods of time, and run for short periods of time. Must have the ability to lift and move weight up to 50 lbs. Must not have any limitations of motion, and vision and hearing should be rated as acceptable to obtain the required driver's license.
2. Exhibit manual dexterity to dial a telephone, key a two-way radio microphone, operate a keyboard, and use a lock and key devices.
3. During an emergency, the ability to work in a fast paced and stressful environment while maintaining the ability to articulate and communicate in an effective manner.
4. Have the visual acuity necessary to observe and comprehend student movement.
5. Ability to operate a motor vehicle.
6. Must have the ability to communicate verbally and in writing, comprehend, and perform functions from oral and written instructions and from observing others. Must have the ability to evaluate written materials.

TERMS OF EMPLOYMENT:

This is a full-time hourly non-union, non-exempt position, Monday through Friday for 10 months. Summer hours may be available for additional compensation.

Annual Salary - \$25.00/hr - regionally competitive and based on experience, a \$5,000 annual stipend to be applied toward the cost of firearm and ancillary expenses, plus comprehensive benefits

Minooka CCSD#201 is an Equal Opportunity Employer. It is the policy and practice of District 201 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 201 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap.

The information contained in this job description posting is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Any individual needing assistance in making an application for opening should contact the Director of Human Resources.