

Position: Safety and Security Officer

Job Summary: The Safety and Security Officer is responsible for maintaining a safe and secure environment for students, staff, and visitors at our elementary and junior high school campuses. This position plays a critical role in preventing and responding to safety and security issues, conducting regular patrols, monitoring surveillance equipment, and enforcing school policies and local laws. The officer will also lead emergency response drills and collaborate with local law enforcement to ensure the safety of all individuals on campus. The ideal candidate will possess strong problem-solving skills, a calm demeanor under pressure, and a dedicated commitment to creating a secure educational environment.

Qualifications/Minimum Requirements:

1. Served as a law enforcement or corrections officer for an aggregate of 10 years or more.
2. Must qualify under H.R. 218 Law Enforcement Officers Safety Act: <http://www.irocc.org/media/1022/leosahr218.pdf>
3. Must hold and maintain a permit to carry a concealed weapon in the State of Illinois (IROCC) <http://www.irocc.org/>
4. Demonstrate quality interpersonal skills and personal characteristics necessary for working effectively with local authorities, staff, parents, and students.

Reports to: Director of Safety and Security

Responsibilities:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. The Safety and Security Officer will be required to perform other duties as required.

- Provide law enforcement and police services access to the school, school grounds, and areas adjacent to the school. Assist local police with investigations regarding allegations of criminal incidents. Make appropriate referrals to juvenile authorities or other governmental agencies when necessary.
- Participate and collaborate in District Safety programs and policies, including security systems, equipment identification procedures, visitor registration, and identification procedures, staff and student identification procedures, crisis planning, traffic issues, staff safety orientation and training programs, and coordination of services with local, State, and Federal Law enforcement and emergency agencies.
- Be effective in making critical safety/security decisions quickly and calmly.
- Establish and maintain a close partnership with school staff in order to provide a safe school environment.
- Assist staff in best practices of safety and security.
- Support school officials in their efforts to enforce Board of Education policies and procedures.
- Be highly visible within the school district. This includes but is not limited to short time periods before and after school, hallways between classes, lunch hours, and events.
- Build working relationships with the district's staff, including student and parent groups.
- Serve as a role model and mentor for students while demonstrating positive attitudes.

- Must be driven to help students be successful and assist them in understanding the importance of education; while following school rules and policy.
- Work with social workers and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary. Assist in conflict resolution efforts.
- Assist school administration with maintaining order and investigating student incidents and violations.
- Address disruptive parents or visitors and contact authorities when necessary.
- Assist staff, police, and emergency personnel in handling emergencies or disruptive situations, including searches of students or property. Ensure safety by being present during school searches, which may involve weapons, controlled dangerous substances, or cases in which the student's emotional state may present a risk to staff or students.
- Notify immediately appropriate authorities of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
- Assist the school personnel with home visits as needed.
- Participate in appropriate in-service and workshop programs.
- Work ethically and professionally with students, parents, school personnel, and outside agencies associated with the school.
- Protect the confidentiality of student and staff records and information and exercise discretion when sharing any such information within legal confines.
- Adhere to federal statutes and regulations, Illinois school law, Board of Education policies and procedures, and contractual obligations.
- Perform any duties and responsibilities that are within the scope of employment as assigned by the Director of Safety and Security.

Benefits:

- The O'Fallon Support Personnel Federation Collective Bargaining Agreement outlines the salary and benefits package.
- Professional development opportunities.
- Supportive and collaborative work environment.
- Opportunity to positively impact the lives of students.