Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Access Control Coordinator/Courtesy Officer**

Qualifications:

Education: Bachelor's degree in a related field or at least 8 years of law enforcement or related experience

Training/Experience Required: At least 3 years of progressive management experience, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must be CLEET certified.

Special Skills, Knowledge, Abilities:
Must possess basic communication skills to exchange information, give/receive instructions, and respond to inquiries. Must be able to communicate in clear, grammatically correct English.

Must possess the interpersonal skills necessary to be able to work effectively with law enforcement officials, other security organizations, and personnel from other school districts, as well as personnel with Moore Public Schools.

Must have the skills to compose effective correspondence; Must be able to speak to people with poise and confidence, and must be able to effectively present information to management.

Must possess organizational skills to be able to carry out an effective and thorough student access control program.

Must possess a general knowledge of laws and regulations pertaining to safe schools.

Must possess a general knowledge of current trends, methods, and developments in the areas of school safety and security.

Must be able to perform under stress and when confronted with emergency situations.

Must have the ability to evaluate the effectiveness of safety programs and make recommendations for improvements.

Must be able to maintain complete and accurate records and to develop meaningful reports when required.

Must be skilled in the use of Microsoft Word, Outlook, Excel, and PowerPoint.

Must be able to manage a high level of data on the access control programs.

Must be able to work well within a team environment – offering assistance and support to team members whenever necessary.

Purpose of Position: Under limited supervision, oversee the daily operations of the student access management program at Moore High School, Southmoore High School, or Westmoore High School. Additional duties include assisting with the oversight of campus security and services and assisting the school administration in developing, implementing, and managing programs designed to effectively address security and school safety.

Contact with Others: An incumbent of this position has regular contact with persons inside and outside the district. Such contact requires tact and diplomacy, independent judgment, and problem-solving skills. The employee must maintain confidentiality in performing job duties.

Essential Job Functions (Performance Responsibilities):
The incumbent of this position will need to:

1. Be willing to work flexible hours including nights and weekends on occasion.

2. Maintain yearly firearm qualification training.

3. Attend yearly active shooter training.

4. Be student and employee centered so as to perform job functions with the safety and security of these individuals' utmost in decision making.

5. Create and maintain the school's student ID access control program including the creation and preparation of each new school year's student ID's.

6. Conduct audits of the student access control system to ensure the safety and effectiveness of the program.

7. Manage resources with fiscal responsibility.

8. Keep the Director of Safety & Security informed on matters concerning safety and security.

9. Patrol the campus and parking lots when not actively working with the access control program.

10. Use the 4-step security process of detect, deter, observe, and report – assist with reducing criminal activity on the school's campus.

11. Be an active member of the school's safe school committee.

12. Become completely familiar with the layout of the school's campus and location of all facilities.

13. Assist with any security issues that could arise at the high school's feeder elementary and junior high sites.

14. Perform other duties as assigned/required.

Reports To: Director of Safety & Security

Supervision Exercised: None

Physical/Mental Requirements and Working Conditions:
The incumbent of the position must be physically able to operate a motor vehicle. He or she must also be able to exert the amount of force necessary to lift, carry, push, pull, or otherwise move objects, including the human body. Work requires walking or standing to a significant degree.

Terms of Employment:	182 days
Salary:	To be established by the Board of Education
Evaluation:	Job performance will be evaluated by the Director of Safety & Security

Approved 10/14/2019