Job Description **11.04**
MOORE PUBLIC SCHOOLS

Job Description: Security Officer

Qualifications: Certification by the Oklahoma Council on Law Enforcement Education and Training (CLEET) as a peace officer and/or an armed security guard.

Demonstrated aptitude or competence for assigned responsibilities.

Must undergo investigation of employment history, criminal history, driving record and personal references.

Must have valid Oklahoma Driver's License.

.... High school diploma or equivalent

Special Skills, Knowledge, Abilities:
Communication skills (oral, written, or business): Ability to understand and respond to job instructions and to exchange information. Includes filling out forms.

Mathematical Skills: Uses basic arithmetic in performance of job.

Reading and Interpreting: Reads and interprets routine written or printed materials.

Tools and Equipment Usage (other than keyboards, or office machines): Uses tools or equipment in manner requiring competence and must meet certain performance standards which normally would be gained by on the job exposure or training.

Site: Various

Reports: Superintendent or Designee

Job Goal (Purpose of Position): To transport cash and cash equivalents from District sites to designated banks for deposit and to work with principal, staff, students and community in promoting a safe and orderly climate.

An incumbent in this position will follow generally standardized operating policies and procedures. Due to the complexity of the job, he/she will utilize discretion and independent judgment.

Contact with others: Interpersonal interaction and communications required.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills. Follows safety guidelines and District policies in order to minimize the risk of accident or injury. Complies with school dress standards, proper attendance, and leave policies. Initiative, self-discipline and effective problem solving are necessary for success in the position.

Essential Job Functions:

1. Meets regularly with supervisor for the purpose of identifying school problems and devising corrective action.

2. Enforces Oklahoma statutes and city ordinances.

3. Collects cash and cash equivalents from designated district sites on a timely basis and delivers them to the assigned bank.

4. Monitors the building, grounds, parking lots, and assists with traffic control.

5. Patrols school grounds to detect unauthorized persons or vehicles. Determines if vehicles are parked in restricted areas, such as near fire hydrants or in driveways. Inspects exterior lighting and emergency access routes for compliance with statutes, city ordinance and district policy.

6. Assists in the prevention or control of unruly crowds.

7. Promotes effective communication and positive attitudes toward laws, rules, authority, and conflict resolution and citizenship responsibilities among high school and junior high students.

8. Becomes familiar with school programs and activities and involved with students and staff on a regular basis.

9. Is available to participate in student and/or parent conferences.

10. Serves as a resource person for classroom instruction by providing services deemed appropriate by the supervisor.

11. Is available to respond to emergencies at feeder schools.

12. Notifies supervisor when absent from assignment.

Supervision Exercised: An incumbent does not directly supervise.

Physical/Mental Requirements and Working Conditions:
In a workday, the employee may sit up to four hours and stand/walk four to eight hours. Employee's job requires occasional bending/stooping, squatting/crouching, crawling, kneeling, reaching above shoulder, pushing, pulling and carrying bags of coin, cash or cash equivalents.

Employee must possess manual dexterity. Employee must possess hearing/speaking ability to provide communications and to communicate.

Terms of Employment: To be established by the Board of Education

Salary: To be established by the Board of Education

Evaluation: Performance of this job will be evaluated in accordance with Board policy.

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