BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

Campus Security Officer

Purpose Statement
The Campus Security Officer ensures the safety and welfare of students, staff, and visitors during school activities and minimizes the frequency and severity of harmful incidents. This role involves monitoring activities, enforcing policies, and communicating observations that impact the well-being of the school community.

Supervisory Relationship
Reports to: Principal

Essential Functions
- **Monitor and Analyze Activities:** Observe and analyze activities to identify potential violations of school policies or criminal activity. Assist law enforcement and document necessary information.
- **Collaborate with Stakeholders:** Work with school personnel, police, and local agencies to address safety concerns, criminal activities, and vandalism, ensuring a secure school environment.
- **Communicate Policies:** Inform students, staff, and visitors about safety and security policies and enforcement procedures to ensure understanding and compliance.
- **Escort and Supervise:** Escort students, staff, and visitors as needed to ensure their safety and provide site security. Supervise student behavior during school hours and events to maintain a safe learning environment.
- **Intervene in Conflicts:** Address and manage potential conflicts and emergency situations to minimize disruptions and ensure safety.
- **Maintain Records:** Keep accurate records and files related to schedules, investigations, and incidents for future reference and compliance.
- **Conduct Traffic Control:** Manage traffic and parking to ensure efficient flow and proper use of parking areas.
- **Recommend Policies:** Suggest policies and procedures to administration to enhance campus security.
- **Attend Training:** Participate in meetings, in-service training, and workshops to stay informed and effectively perform job duties.
- **Respond to Incidents:** Address incidents, such as injuries, altercations, suspicious activities, and alarms, taking appropriate action to resolve immediate safety concerns.
- **Report and Document:** Prepare reports on incidents and activities to provide written references and comply with guidelines.
- **Adhere to School Policies:** Follow school policies and procedures to ensure compliance.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills
- Administer first aid.
- Operate standard office equipment and relevant software.
- Prepare and maintain accurate records.

Knowledge
- Basic math and practical problem-solving.
- Investigation methods and record-keeping.

Abilities

- Schedule activities and use job-related equipment.
- Work flexibly with diverse individuals and groups.
- Communicate effectively and maintain confidentiality.
- Adapt to changing priorities and work as part of a team.

Responsibility

Work under direct supervision following standardized routines. Lead, guide, and coordinate others. Operate within a defined budget. Utilize resources from other work units as needed.

Work Environment

Occasional lifting, carrying, pushing, and pulling. Some stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally 20% sitting, 40% walking, and 40% standing. Exposure to temperature extremes and some risk of injury or illness.

Experience

Job-related experience is desired

Education

High school diploma or equivalent

Certificates and Licenses

Valid Driver's License and Evidence of Insurability

Continuing Education/Training

Maintain certifications and licenses as required

Clearances

Criminal Background Clearance

FLSA Status

Non-Exempt

Salary Grade

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The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.