



DISTRICT SECURITY OFFICER

Classification: District Security Officer

Location: Maintenance

Reports to: Director of Maintenance

FLSA Status: Non-Exempt

Employee Group: Non-Represented

This is a standard position description to be used for positions with similar duties, responsibilities, classification, and compensation. Employees assigned to the position description may or may not perform all the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

Part I: Position Summary

This position's responsibility is to assist the district in the stewardship of facilities and the safety of staff and students.

Part II: Supervision and Controls over the Work

District security officers work under the direct supervision of the Director of Maintenance. District security officers are responsible for being familiar with district policies and procedures which govern their work.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Patrols district facilities after the school day to deter unauthorized access or criminal activity.
2. Responsible for ensuring district facilities are secure including but not limited to arming of Sonitrol system, closing and locking gates and checking that doors and windows are secure.
3. Patrols district parking lots to ensure proper parking regulations are followed and violators are properly notified.
4. Observes students and visitors leaving and entering campus; prevents unauthorized access to school grounds by intruders; assists authorized visitors.
5. Investigates criminal activity and refers incidents to proper law enforcement authorities.
6. As part of the district's inclement weather reporting system, assesses school road and walking conditions. Confers with the Director of Maintenance to provide the most current information and later electronically completes and submits a shift log for documentation.

6. Reports incidents of vandalism and graffiti to the Director of Maintenance. It is important that these kinds of incidents are reported as soon as possible so that they can be addressed prior to the arrival of students.
7. Assist as directed with investigations; questioning suspects, witnesses, and victims of crimes; assists police with criminal investigations as needed; maintains confidential information as appropriate.
8. Works with local law enforcement and school district officials to ensure the safety of campuses and individual students.
9. Maintains positive working relationships with outside agencies, students, and staff.
11. When requested, provides extra security patrol during holidays, special events and high school graduations.
10. Maintains proficient skills in security techniques; attends and successfully completes mandatory training as directed by the district.
11. Serves as member of the security team of the district.
12. Electronically completes and submits shift logs at the end of their shift documenting incidents of crime and safety concerns.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. High School diploma or equivalent.
3. Valid first aid and CPR certification or ability to obtain within 30 days of hire.
4. Ability to maintain control of tense and potentially dangerous situations.
5. Ability to accurately assess emergency situations and prioritize and coordinate responses.
6. Ability to respond calmly and quickly in dangerous situations.
7. Ability to remain calm under pressure.
8. Ability to operate two-way radios and other electronic communication devices such as smartphones.



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9. Ability to accurately document activities and occurrences.
10. Ability to communicate security and safety procedures to district staff and students.
11. Ability to coordinate district response to national, natural, or catastrophic emergency.
12. Ability to evaluate, control, investigate, and secure crime/fire scenes before arrival of law enforcements/fire department.
13. Ability to establish and maintain strong and effective working relationships with staff, students, the public, law enforcement and fire department personnel in a warm and confident manner.

Part V: Desired Qualifications

1. Training or experience in a similar security position.
2. De-escalation training and/or experience.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear, and speak. Employee may be required to perform work at a computer display terminal.

The employee must lift and/or move 25 to 50 pounds and may assist or move students with greater weight when required to intervene in student safety issues.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during their duties.

The employee is required to operate district owned or leased vehicles while patrolling the district.