



## 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 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 the employee and is subject to change as the district's needs and position requirements 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. Patrol 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 the Sonitrol system, closing and locking gates, and checking that doors and windows are secure.
3. Patrol district parking lots to ensure proper parking regulations are followed and violators are properly notified.
4. Observe students and visitors leaving and entering campus; prevent intruders' unauthorized access to school grounds; assist authorized visitors.
5. Investigate criminal activity and refer 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 electronically completes and submits a shift log for documentation.
6. Report 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 students' arrival.



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7. Assist as directed with investigations, question suspects, witnesses, and victims of crimes, assist police with criminal investigations as needed, and maintain 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.
10. When requested, provide extra security patrol during holidays, special events, and high school graduations.
11. Maintains proficient skills in security techniques; attends and successfully completes mandatory training as directed by the district.
12. Serves as a member of the district security team.
13. At the end of each shift, employees electronically complete and submit shift logs, 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 the 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 like smartphones.
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 emergencies.



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12. Ability to evaluate, control, investigate, and secure crime/fire scenes before law enforcement or the fire department arrive.
13. Ability to establish and maintain warm and confident working relationships with staff, students, the public, law enforcement, and fire department personnel.

### **Part V: Desired Qualifications**

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

### **Part VI: Physical and Environmental Requirements of the Position**

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

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

The employee must lift and move 30 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, airborne particles, and toxic or caustic chemicals. It may be expected that the individual will be exposed to blood or other potentially infectious materials during their duties.

The employee must operate district-owned or leased vehicles while patrolling the district.

**Testing Requirements: Pre-Employment/Post-Offer Physical Capacity Testing Required.**