

SCHOOL SECURITY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for insuring the safety of students and staff, maintaining order and protecting school property. An incumbent prevents illegal or forceful entry and damage to school district property, reporting violations and imminent danger to the proper authorities. The work is performed under general supervision of the Superintendent of Schools with leeway allowed for the exercise of independent judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Patrols school halls, stairwells, restrooms, courtyards, entrances, parking lots and other parts of school buildings and grounds to protect persons and property, maintain order and insure compliance with school rules; questions persons on school premises who are not students or staff and advises as to school rules and either directs visitors to school offices or asks them to leave; Works in cooperation with faculty and administration to maintain a secure environment complimentary to the instruction program of the school; Summons local police or fire department and ambulance in case of law violation, fire or medical emergencies; Inspects corridor passes and other passes during times when classes are in session and escorts persons lacking passes to the Principal's office; Welcomes visitors to the building and directs them to appropriate administrative or guidance offices; May answer telephones and relay messages to appropriate staff; May provide security services at sporting events and extra curricular activities; Escorts disruptive or uncooperative students from areas in which they are under teacher supervision to the Principal's office; Notifies students, faculty, staff and visitors of parking lot violations; Keeps records and makes oral and written reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the practices and procedures necessary to maintain order and ensure the safety and protection of individuals and security of buildings, grounds and equipment; Working knowledge of safety precautions necessary to eliminate or prevent fires, accidents and safety hazards; Ability to exercise sound judgment in carrying out monitoring and security duties; Ability to understand and deal effectively with students, faculty and the general public regarding security of school facilities; Ability to understand and carry out oral and written directions; Ability to remain calm in stressful situations; Ability to prepare clear and concise reports; Neatness of appearance; Integrity; Dependability; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma or any equivalent combination of training and experience.

Adopted 3/23/00

Revised 12/4/08