

CAMDEN CITY PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: **DUTY OFFICER**

JOB OVERVIEW:

The mission of the Camden City School District, Office of Safety and Security (OSS) starts with a "commitment to excellent performance." The Office of Safety and Security will support the vision for the Camden City School District by ensuring that all students safely arrive to school, are in an environment that is safe and conducive to learning, and arrive back to their homes safely. The Duty Officer is responsible for providing continuously improving service, protection and safety for the well-being of all students, staff, properties and other assets, in accordance with the policies as approved by the Camden City School District. Under the direction of the Executive Director of the Office of Safety and Security or their designee, with guidance from the School Principal/Building Level Administrators, the Duty Officer will provide assistance and protection to persons and property in and about School District buildings, office grounds, and parking areas, maintain orderly conditions, and take appropriate measures required to assure observance of the law and school district policies.

QUALIFICATIONS:

- One to three years previous security or emergency management experience preferred
- Ability to effectively and efficiently move around all work areas
- Ability to maintain confidentiality
- Ability to perform basic mathematical and computer functions
- Ability to respond calmly and make rational decisions in stressful situations with co-workers, guests, and vendors
- Ability to work as part of a team and to promote cooperation between departments
- Ability to work unsupervised
- Ability to communicate dynamically with personnel throughout the district, from senior level officials to rank and file security officers
- Ability to work varying schedule, including all shifts, all days, and holidays
- Good oral and written communication skills, must be fluent and literate in English, bilingual preferred
- Health and physical characteristics suitable for law enforcement duties
- High School Diploma
- Must be a minimum of 21 years of age
- Must possess excellent interpersonal and employee relations skills, including ability to communicate with emergency responders
- Required criminal history background check, physical and proof of U.S. citizenship or legal resident alien status
- Driver's license and insurance
- Lifting, Surveillance Skills, Deals with Uncertainty, Judgment, Objectivity, Dependability, Emotional Control, Integrity, Safety Management, Professionalism, Reporting Skills

REPORTS TO: School Safety Manager

SUPERVISES: Limited supervisory responsibility

JOB GOAL:

The Duty Officer shall be responsible for protecting the safety and welfare of students and school personnel in accordance with policies of the Camden City School District as set forth in approved Administrative Regulations.

PERFORMANCE RESPONSIBILITIES:

1. Assess security officer deployment and inform deployment decisions.
2. Assess timeliness, uniforms, and additional security officer daily tasks and routines.
3. Complete reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
4. Drive vehicles to transport individuals or equipment.
5. Ensure operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques
6. Investigate illegal or suspicious activities.
7. Maintain safe and secure environment for students, staff and other stakeholders by patrolling premises; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
8. Monitor access or flow of people to prevent problems.
9. Operate surveillance equipment to detect suspicious or illegal activities.
10. Prevent losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
11. Respond to emergencies to provide assistance.
12. Assume the authority of special officer of the City of Camden during those hours and/or at such events when actually working and on duty carrying out the responsibilities of an employee of the Camden City School District.
13. Carry out administrative procedures necessary in maintaining safety and welfare, including liaison with public safety officials and school officials.
14. Comply with the strict regulation against sitting down and socializing.
15. Maintain decorum and order on school grounds and in the vicinity of schools and Board of Education events as directed by the School Safety Manager or Chief of Security.
16. Maintain record of incidents and write operational reports; present written descriptive reports for major incidents.
17. Warn individuals about rule violations or safety concerns.
18. Perform other duties as assigned.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

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.

- Physically mobile with reasonable accommodations including ability to push, pull, carry and lift up to 50 lbs., and the ability to push, pull, reach, bend, twist, stoop, stack, crouch, kneel and balance when performing job duties in varying work areas such as confined spaces
- The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear
- The noise level in the work environment is usually moderate

TERMS OF

EMPLOYMENT: Ten (10) months, non-tenured position.

EVALUATION: The Duty Officer will be evaluated by the Office of Safety and Security.