

**TITLE:** Small Learning Community Security Officer

**QUALIFICATIONS, SKILLS & CHARACTERS:**

**QUALIFICATIONS**

- Hold a high school diploma or its equivalent
- Associates degree or higher preferred
- Previous security and/or educational experience preferred
- Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to Illinois School Code.
- Pass the state required Tuberculosis Test as required by Illinois School code.
- Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**SKILLS**

- Possesses excellent communication and interpersonal skills
- Functions as a team member
- Exhibits knowledge of Crisis Prevention Intervention techniques
- Able to propose, develop, and implement conflict resolution strategies

**CHARACTERISTICS**

- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

**REPORTS TO:**

Small Learning Community Assistant Principal

**MAINTAINS LIAISON WITH:**

Central Administration  
Building Administration  
Teachers and Staff  
Parents and Students  
School Liaison Officers

**SUPERVISES:** Students, under the authority of Building Administration.

**JOB GOAL:** To help facilitate a safe and welcoming school environment.

**PERFORMANCE RESPONSIBILITIES:**

(The following are the essential fundamentals to include but not limited to the following job duties.)

- Establish relationships and interact with community staff and students.
- Assist in providing safe and secure environment.
- Serve as support to the office by escorting students to and from class.
- Identify students in violation of uniform policy and utilize building protocol for recording and notifying administration.
- Ensure students who are tardy to class in their community report to the office to check in.
- Assist in supervising lunch detention.
- Assist in supervising students before and after school in designated areas.
- Function as a team member within community, security team, and with all staff.
- Monitor the interior/exterior of school buildings using multiple security cameras or on foot.
- Analyze surveillance footage for investigative reports as necessary.
- Provide crowd control at public gatherings, assemblies, etc.
- Keep the administration advised on all matters dealing with security measures.
- Watch for disturbances, fights, unauthorized visitors, or criminal activity. Assess danger and call for assistance if necessary.
- Intervene in disturbances, utilizing verbal and physical de-escalation techniques to obtain and maintain control of situations, as appropriate, and evaluate the situation to determine proper disposition of the situation.
- Identify and report hazardous situations and maintain control of scene while notifying appropriate authorities.
- Wear District provided attire as required.
- Participate in appropriate trainings, in-service and workshop programs.
- Utilize investigative techniques, as appropriate, in preparation of reports to administration.
- Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
- Promote a positive image and act as a role model for students.
- Act as a resource to students, parents, and faculty members, meeting with them on an as needed basis.
- Other job related duties assigned by administration.

### **TERMS OF EMPLOYMENT:**

Salary is based upon qualifications and the established salary schedule. Work year is set in accordance with the attendance days of students plus one additional day for professional development.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Educational Support Personnel.

## **PHYSICAL DEMANDS/ENVIRONMENT FACTORS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

- Use strength to lift, push, pull or cause to be moved items up to 40 pounds to perform the functions of the job.
- Sit, stand and walk for extended periods of time to monitor students and facilities.
- Speak and hear as to be heard a distance of 100 yards
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- Communicate effectively in English, using proper grammar and vocabulary.
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

## **MENTAL ENVIRONMENT**

Reading; ability to communicate effectively (verbally and written); ability to operate and learn new technology systems; work under stress, independently, and under pressure of deadlines.

## **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Exposure to heated/air conditioned and ventilated facilities.
- Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
- Exposure to paper dust, normal office noises and road vibrations while driving an automobile.
- Function in a workplace that is usually moderately quiet but that can be noisy and crowded at times.