

**EUCLID CITY BOARD OF EDUCATION
JOB DESCRIPTION**

Position:	Security Officer
Reports to:	Security Foreman/Business Operations Supervisor/Business Manager
Employment Status:	Regular/Full-time
FLSA Status:	Non-Exempt
Description:	To assist in assuring the smooth and efficient operation of the school district by providing security and protection to the students and staff so that the students receive the maximum positive impact of the educational process.
NOTE:	The below lists are not ranked in order of importance.

Essential Functions:

- Ensure safety of students, staff and visitors
- Maintain a check on individuals and vehicles entering and leaving school property
- Patrols and supervises hallways, restrooms, entrance ways and cafeteria
- Checks student hall passes
- Patrol buildings and grounds to prevent fire, theft, vandalism and illegal entry. Check cars for parking authorization
- Prepare reports for the Security Foreman regarding occurrences such as personal injury, accidents or damaged equipment/vehicles
- Understand and implement emergency action plan as necessary
- Assist the Security Foreman with situations wherein the safety of the officer, student, staff, board employee or violator is in danger
- Assist Security Foreman with the safety and security of all students, staff and public on all board-owned property and premises
- Assists with fire alarm and emergency drills in an assigned area by the Security Foreman or designee
- Assists in stopping disturbances and/or distractions in the school or on school grounds
- Assist the Euclid Fire and Rescue Squad in medical situations that occur at the school or any school owned property
- Provide security for after school and evening functions related to school activities as requested by the Security Foreman
- Confront or detain unauthorized persons for questioning or law enforcement
- Conduct patrols to inspect doors, windows and gates to determine that they are secure
- Sound fire alarm to alert fire department and school personnel in the event of a fire and aids with extinguishing fire if possible

Other Duties and Responsibilities:

- Contact police for assistance in accordance with the emergency action plan
- Report any unusual conditions or malfunctions of heating, plumbing or electrical systems
- Assist in handling any school bus disturbances
- Keep building clear of people not on official school business
- Attend safety and other meetings as requested by the Security Foreman or designee
- Performs other related duties as requested by the Security Foreman or designee
- Assist law enforcement as directed by the Security Foreman or designee

Qualifications:

- High school diploma or general education degree (GED)
- Possesses an O.P.O.T.C. certificate or equivalent (i.e. Police Academy, Criminal Justice Degree or any other training deemed acceptable by the Security Foreman)
- Possess a valid driver's license
- Possess prior security experience and demonstrated knowledge of physical security measures
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to handle, with tact, confidentiality and courtesy, a wide variety of public contacts by telephone and in person
- Ability to maintain confidentiality of all student contacts and records
- Ability to work with children in a way that is acceptable to the Board of Education and the parents
- Ability to work with other employees in a way that is cooperative, productive and acceptable to administrators, as well as certified and classified staff employees
- Good computer skills
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to read and understand verbal and written instructions
- Ability to work independently
- Ability to maintain simple records and make reports

Equipment Operated:

- Telephone
- Security system
- Computer; Copy machine; Printer
- Metal Detectors (both walk through and hand wands)
- Two way radio
- Motor vehicle

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle in inclement weather conditions and be prepared to come to work
- Frequent interaction among children
- Occasional evening/weekend work
- Occasional requirement to lift and carry supplies up to a maximum of 20 pounds
- Frequent requirement to sit, stand, walk, talk, hear, see (color vision required), read, speak, reach, stretch with hands and arms, crouch, climb, balance, kneel and stoop
- Occasional requirement to restrain
- Occasional requirement to work overtime
- Occasional requirement to travel, both daily, at night and overnight
- Occasional repetitive hand motion, e.g., computer keyboard, typing, calculator, writing

Required Testing

Pre-Employment Physical

Certificates

O.P.O.T.C. certificate or equivalent

Continuing Educ./Training

Public School Works annually as directed by BOE
CPR/AED certification

Clearances

Fingerprint/Background Clearance

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions in the Board of Education policy regarding evaluation of support staff personnel.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: