

Job Code 14C
Level D
Revised: 07/05

SECURITY OFFICER

QUALIFICATIONS

A. REQUIRED

- High school graduation or GED
- At least six months of work experience in the police or security field.

B. DESIRED

- A high degree of judgment and maturity.
- One year of experience in police or security work.

SUMMARY

Performs routine security work in protecting district personnel, students, visitors and volunteers from fire, traffic, and other personal safety hazards.

Reports to: Appropriate Administrator

ESSENTIAL FUNCTIONS

- Patrols campus grounds, watching for fires, prowlers, vandalism or other unusual occurrences.
- Makes periodic rounds of buildings to check locks, windows, and general security.
- Regulates traffic and parking.
- Maintains alertness in order to be available to students and others in emergencies of all types.
- Periodically reports to supervisor on matters concerning safety and security.
- Investigates various types of occurrences; submits written reports to school supervisor as well as local police officials, if necessary.
- Remains alert to surroundings, maintaining order and discipline, as necessary.
- Reports use of illegal substances on campus by students and reports any and all actions by students which are in violation of the Student Code of Conduct.
- May question identity of unknown individuals on campus, requesting those without district employee, student, visitor, substitute, or volunteer identification badges to report to the school administration office or leave the campus.
- Exhibits patience, courtesy and tact when dealing with others.
- Promotes and supports district-wide educational advancement in 21st Century Skills.
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties as required.

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to communicate clearly, both verbally and in writing
- Ability to exercise judgement in accordance with established procedures
- Ability to work alone and as part of a team
- Ability to carry up to 20 pounds
- Ability to climb stairs and ladders
- Ability to walk on uneven surfaces
- Ability to lift, climb, stoop, bend, twist, reach, walk and stand for long periods of time
- Ability to perform tasks requiring manual dexterity
- Ability to understand and carry out complicated written and oral instructions
- Ability to sustain extended work hours and problem situations