

Ansonia Public Schools

Job Description

Job Title: Middle School Security Officer

Supervisor: Principal or his designee

Location: Ansonia Middle School

Work Year: 182 days (school year, plus three days of training)

Work Environment:

Duties are normally performed inside a school/classroom environment and outdoors in all weather conditions.

POSITION OVERVIEW

Responsible for maintaining order and discipline, preventing crime, investigating student violations of school board policies, and detaining students violating the law or school board policies on school property or at school-sponsored events and is responsible solely for ensuring the safety, security, and welfare of all students, faculty, staff, and visitors in the assigned school. Position assists the administrative staff with enforcing policies and procedures for safe and orderly schools at the building level.

ESSENTIAL JOB RESPONSIBILITIES AND FUNCTIONS

- Assist in maintaining a positive school environment and establish a positive rapport with students.
- Patrols and monitors assigned areas of the school buildings, grounds and parking lots to deter, detect, report and stop violations of the law and/or school board policies.
- Detects, investigates and reports unauthorized or suspicious persons, vehicles and activities.
- Assists administrators and staff in crisis and emergency situations.
Supervises and directs pupil movement.
- Notifies the administrative staff, police, fire department, or other appropriate authorities of security or emergency situations.
- Prepare reports of student violations of school board policies and the results.
- Works with school administrators and law enforcement officials in handling serious student offenses and law violations.
- Testifies in court and at School Board Disciplinary Committee hearings as required.
- Assists with fire drills and other emergency building evacuations.
- Maintains security records, logs and reports.
- Attends and successfully completes all staff development training as required by state law or directed by the Superintendent of his/her designee.
- Abides by Ansonia Board of Education policies and procedures.
- Reads and responds to email communications.
- Models nondiscriminatory practices in all activities.

Performs other related duties as assigned by the principal, supervisor or other appropriate administrator.

KNOWLEDGE, SKILLS AND/OR ABILITIES

Minimum Qualifications

- High school diploma (or equivalency)
- Two years of experience or training in a security related field or equivalent combination of education and experience to perform the essential functions of the position
- Knowledge of, and the ability to apply, standard security procedures and best practices
- Excellent written and verbal communication skills
- Ability to read, write, and speak English fluently
- Basic computer skills and ability to use Microsoft Office programs
- Excellent human relations and de-escalation skills
- Ability to quickly acquire knowledge of School Board policies and procedures and Student Rights and Responsibilities

Preferred Qualifications

- Security experience in a public school setting is preferred
- Completion of college-level courses in the area of security, psychology, emergency management, or criminal justice;
- Connecticut Guard Card

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Must have the ability to stand and/or walk for extended periods of time; exhibit manual dexterity to dial a telephone, key a two-way radio microphone, operate a keyboard, and use a lock and key; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; articulate information in an emergency situation; use physical agility and strength to defend self and detain persons using force if necessary; and have the visual acuity necessary to observe and comprehend student movement.

This job description in no way states or implies that these are the only duties to be performed by this employee. The School Security Officer will be required to follow any other instructions and to perform any other related duties as assigned by the principal, supervisor or appropriate administrator. Ansonia Public Schools reserves the right to update, revise or change this job description and related duties at any time.