

### JOB INFORMATION

|                             |                                  |
|-----------------------------|----------------------------------|
| <i>Title:</i>               | School Security Officer          |
| <i>FLSA:</i>                | Non-Exempt                       |
| <i>Terms of Employment:</i> | 180 Days                         |
| <i>Employee Group:</i>      | Support / Compensation Agreement |
| <i>Location</i>             | Building                         |
| <i>Last Edited On:</i>      | 11/9/2022                        |

### ORGANIZATION

|                    |                                              |
|--------------------|----------------------------------------------|
| <i>County:</i>     | Bucks                                        |
| <i>Entity:</i>     | Centennial S D                               |
| <i>Department:</i> | Assigned Department per Organizational Chart |
| <i>Reports To:</i> | Assigned Administrator                       |
| <i>Supervises:</i> | None                                         |

### JOB GOAL

Maintains a safe and secure environment for students, staff, and visitors. Protects all district facilities/grounds.

To assist school personnel, students, parents, coaches, and community members by maintaining a safe and orderly environment on school campuses. Officers must exercise good judgment, decision-making, and consistency of communication with school administration at all times. Officer must demonstrate excellent character and be able to handle sensitive matters as an agent of the district in a professional and confidential manner.

### ESSENTIAL FUNCTIONS

|                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Monitors assigned areas of district buildings and grounds to prevent fire, theft, vandalism, and criminal activity including unauthorized entry onto district property using available technology, and regularly patrols assigned areas. Initiates appropriate action when a threat to the school environment exists. |
| 2. Ensures all alarms are operational.                                                                                                                                                                                                                                                                                   |
| 3. Monitors entrances to school property and ensures visitors comply with procedures for entering and properly registering their presence. Approaches and questions individuals for proper permits and authorization for use of or presence on school property.                                                          |
| 4. Use of the Raptor system, verifying student contacts, custody issues, secretarial and clerical duties, etc.                                                                                                                                                                                                           |
| 5. Provides traffic or crowd control as assigned.                                                                                                                                                                                                                                                                        |
| 6. Patrol and secure district buildings and grounds as directed, with attention to the prevention of fire, theft, vandalism, and illegal entry.                                                                                                                                                                          |
| 7. Conduct walking patrol inspections of CSD buildings, including but not limited to: doors, windows, and gates to determine that they are secure.                                                                                                                                                                       |
| 8. Confront unauthorized persons for questioning, route, or detain them, or call the police for assistance based on emergency protocols.                                                                                                                                                                                 |
| 9. Communicate with students and district personnel as appropriate regarding safety and security issues.                                                                                                                                                                                                                 |
| 10. Prepare written reports of security violations using standardized incident forms.                                                                                                                                                                                                                                    |
| 11. Provide security for extracurricular activities and school on an as-needed basis. Events included but not limited to: dances, sporting events, back-to-school nights, performances, and graduation.                                                                                                                  |
| 12. Ensure that crowds that are attending extra-curricular and community events are orderly.                                                                                                                                                                                                                             |
| 13. Assist building administration in fact-finding investigations as directed.                                                                                                                                                                                                                                           |
| 14. Other duties as assigned.                                                                                                                                                                                                                                                                                            |

*Performs other duties as assigned.*

***Performs in accordance with school policy, administrative regulations, state and federal laws.***

## QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Education

| <i>Education Level</i> | <i>Education Details</i> | <i>Req</i> | <i>Pref</i> |  |
|------------------------|--------------------------|------------|-------------|--|
| High School            | Diploma                  | X          |             |  |

### Work Experience

| <i>Experience</i> | <i>Experience Details</i>                                                            | <i>Req</i> | <i>Pref</i> |  |
|-------------------|--------------------------------------------------------------------------------------|------------|-------------|--|
| 6-12 months       | Law enforcement, related security experience or Associate Degree in criminal justice |            | X           |  |

### Driver's License

☒ Valid Driver's License Required

## SCOPE

### Analytical Demands

- Proficient analytical skills are required. Work involves closely following verbal or written instructions and/or established procedures.

### Supervision

☒ No supervisory duties.

### Sensory Abilities

- ☒ Visual acuity and auditory acuity.
- ☒ Ability to communicate effectively in all aspects of the job.

### Temperament

- ☒ Must possess excellent interpersonal skills.
- ☒ Must be cooperative, congenial, service-oriented, and promote these qualities.
- ☒ Ability to be respectful and empathetic.
- ☒ Maintain poise and control during stressful situations.

### Cognitive Ability

- ☒ Ability to communicate effectively.
- ☒ Ability to exercise good judgment.
- ☒ Maintain a productive working relationship with immediate supervisor.

### Specific Skills

- ☒ Able to adjust to changes in the work environment.
- ☒ Maintain a good attitude toward administration, fellow employees and the public.

### Workplace Expectations

- ☒ Acknowledge individuals' requests and handles them in a friendly and courteous manner.
- ☒ Respond appropriately to supervision and direction.
- ☒ Dress appropriately for job environment.
- ☒ Ability to exercise good judgment in prioritizing tasks.

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Standard ADA Settings

|                        |                                                                                                      |
|------------------------|------------------------------------------------------------------------------------------------------|
| Standard ADA Selection | <b>X Office   X Indoor/Outdoor</b><br>Classroom<br>Other (to include Physically Demanding Positions) |
|------------------------|------------------------------------------------------------------------------------------------------|

*This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.*

### Physical Demands

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

|                                     | Physical Demand                                          | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------------|----------------------------------------------------------|--------|--------------|------------|------------|--------|
| <input checked="" type="checkbox"/> | Sitting                                                  |        | X            |            |            |        |
| <input checked="" type="checkbox"/> | Standing                                                 |        |              | X          |            |        |
| <input checked="" type="checkbox"/> | Walking                                                  |        |              | X          |            |        |
| <input checked="" type="checkbox"/> | Running                                                  | X      |              |            |            |        |
| <input checked="" type="checkbox"/> | Talking: On the phone; person-to-person, and in groups   |        |              | X          |            |        |
| <input checked="" type="checkbox"/> | Hearing: On the phone; person-to-person, and in groups   |        |              |            | X          |        |
| <input checked="" type="checkbox"/> | Vision: Near, midrange, far, peripheral, depth and color |        |              |            | X          |        |

## Physical Demands

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

|                                     | Physical Demand                                                  | Rarely | Occasionally | Frequently | Constantly | Weight  |
|-------------------------------------|------------------------------------------------------------------|--------|--------------|------------|------------|---------|
| <input checked="" type="checkbox"/> | Driving Requirements (personal vehicle, and/or company vehicle): |        | X            |            |            |         |
| <input checked="" type="checkbox"/> | Machines or tools used: Computer:                                |        |              | X          |            |         |
| <input checked="" type="checkbox"/> | Machines or tools used: Telephone                                |        |              | X          |            |         |
| <input checked="" type="checkbox"/> | Pushing/Pulling/Lifting(Enter Weight)                            | X      |              |            |            | 25 lbs. |

*The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.*

## Working Environment

|                                     |                                             |
|-------------------------------------|---------------------------------------------|
| <input checked="" type="checkbox"/> | School-based environment                    |
| <input checked="" type="checkbox"/> | Subject to inside environmental conditions  |
| <input checked="" type="checkbox"/> | Subject to outside environmental conditions |