



HUMAN RESOURCES

JOB DESCRIPTION

Job Title: District Security Officer

Salary Block: Operations Support
Pay Grade 4

Reports To: Security Supervisor/Security Specialist

Wage/Hour Status: Non-Exempt

Terms of Employment: 246 Days

Minimum Qualifications:

- High School Diploma, GED, or equivalent
- Level 2 or Level 3 security certificate or obtain within 30 days of employment
- Maintain a current Security Certificate from the Texas Board of Private Investigators/Texas Private Security Bureau or obtain renewal within 30 days of employment
- Current Texas Drivers License
- Meet all applicable Security Officer training requirements from Texas Board of Private Investigators/Texas Private Security Bureau

Special Knowledge/Skills:

- Physically capable of performing all duties
- Ability to record and report information
- Ability to follow verbal and written instructions
- Ability to work effectively with students
- Demonstrate ability to effectively communicate and interact with students, district employees, and the general public.
- Must possess good customer service skills.

General Purpose:

Under general supervision, provide security and protection for district students, teachers and staff. Additionally provides security for buildings and grounds district-wide.

Performance Responsibilities and Duties:

1. Patrol campus buildings, parking lots, and grounds to prevent theft, vandalism, disturbances and illegal entry.
2. Confront unauthorized persons on school property for questioning and assists the campus administrator in detaining them, if necessary.
3. Assist in investigations of breaches of security, *administrative and criminal matters*, in assigned area of operation and initiate the proper reports for the security specialist.
4. Assist the designated administrator in implementing and enforcing any emergency plan.
5. Assist crossing guards with their duties by directing traffic in a safe manner.
6. Turn in all daily logs and other essential reports to the security specialist in a timely manner.
7. Maintain professional appearance and uniform to reflect the standards of the Security Department.
8. Keep all security equipment assigned clean and in working order. Report all defective equipment to the security specialist.
9. Perform preventive maintenance checks on security vehicles used for shift and document.
10. Assist campuses with extra-curricular activities and crowd control.

11. Perform temperature readings on all refrigerators and freezers at assigned campuses.
12. Support the goals and objectives of the school district and follows all district policies.
13. Ability to work on a regular and routine basis to avoid disruptions to district policies.
14. Performs any other duties as assigned by the appropriate Supervisor or Security Specialist.
15. Maintains a professional level of confidentiality concerning personnel and students.
16. Upholds and adheres to safety rules and policies of the CISD safety program.

Equipment Used:

Drive security vehicle, use two way radio, PTT phone, desk top computer, e-mail, and ability to use fire extinguishers and other security equipment issued.

Safety:

Safety is foremost in mind and must be practiced on a regular basis during tasks or assignments.

Working Conditions:

May be subjected to adverse and hazardous working conditions. Works outdoors in varying climate and inclement weather conditions. Patrols on foot outside and inside of buildings. Conducts mobile patrol in different areas of the district at odd hours.

Mental Demands/Physical Demands/Environmental Factors:

Reading; ability to communicate effectively (verbal and written); emotional control; strenuous walking, standing, lifting, and/or climbing; ability to safely operate a motor vehicle; specific hearing and visual requirements; ability to control sudden violent or extreme physical acts of others and exhibits rapid mental and muscular coordination simultaneously. Flexible hours as long as 40 hours a week is maintained. Subject to rotating shifts as necessary.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Terms of Employment

Work year established by the Superintendent; Salary according to schedule adopted annually.

Evaluation:

Job performance will be evaluated annually as per district policies and procedures

Print Name

Employee's Signature

Date