



Crete-Monee School District 201-U

JOB DESCRIPTION

TITLE: Security Officer – Elementary

Purpose Statement

The position of the Security Officer has been established for the purpose(s) of providing support to the instructional process with specific responsibilities for the safety and welfare of students during classroom and non-classroom activities; minimizing the frequency and/or severity of harmful incidents; and communicating observations and/or incidents that have a potential impact on the general well being of students, school personnel, and/or visitors.

Reports To

Director of Safety and Security and Building Principal and/or Designee

Essential Functions

Monitors student behavior during and between assigned classes and at student events (e.g. lunch room, classrooms with substitutes, detention, dances, home games, etc.) for the purpose of ensuring student compliance with established guidelines, maintaining a safe and positive learning environment, and secure facility.

Job Responsibilities

- Analyzes activities that may be in violation of school policies and/or an indication of possible criminal activity (e.g. unauthorized visitors, threats against students, possible violations of school policy, etc.) for the purpose of assisting law enforcement personnel, developing information necessary for determining action, and/or providing documentation when applicable.
- Collaborates with other schools and district personnel, assigned police officers, representatives of local agencies, etc. for the purpose of providing information and/or taking action regarding investigations, criminal activities, gang activities, vandalism, etc. for the safety and security of the school site.
- Communicates safety and security policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.
- Delivers sensitive documents (e.g. board packets, testing materials, etc.) for the purpose of protecting the security of such materials.
- Escort students, assigned personnel and/or visitors for the purpose of providing direction, ensuring their safety and providing site security.
- Intervenes in potential conflicts and emergency situations for the purpose of minimizing disruptions of school activities and/or injury to involved parties.
- Participates in unit meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a variety of documents (e.g. incident reports, activity logs, memos, letters, procedures, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lot(s).
- Recommends policies, procedures and/or actions to school administration for the purpose of providing information and/or direction for ensuring campus security.

- Refers incidents, including personal injuries, altercations, suspicious activities, and rule violations, etc. to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.
- Responds to a variety of situations (e.g. accidents, injuries, vandalism, suspicious activities, alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Responds to inquiries from a variety of sources regarding campus security issues for the purpose of providing information, direction and/or referral for addressing inquiry.
- Refers incidents including personal injuries, altercations, suspicious activities, and rule violations, etc. to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.
- Responds to a variety of situations (e.g. accidents, injuries, vandalism, suspicious activities, alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Responds to inquiries from a variety of sources regarding campus security issues for the purpose of providing information, direction and/or referral for addressing inquiry.
- Maintain communication with assigned units.
- Assist visitors with directions and secure proper identification.
- Promote student responsibility for behavior and attitude by serving as a role model and dressing and grooming professionally.
- Notify the building administration, police, and/or appropriate emergency personnel of any emergency potentially dangerous or unusual situations.
- Assist the professional staff, police, and emergency personnel in handling emergencies or disruptive situations.
- Patrol and monitor hallways, stairwells, toilet facilities, outside facilities, and other public and unsupervised places of the school to ensure the safety and well-being of students and staff and the security of the facility.
- Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

Job Requirements: Minimum Qualifications

-
- High School Diploma or Equivalent Required.
- PERC Card required
- 1 to 2 years experience as a security officer is preferred.
- Experience in a school environment is preferred.
- Previous experience and skills as requested by the Superintendent or designee.

Job Requirements: Knowledge/Skills/Abilities

- Ability to multi-task required.
- Must possess excellent written and verbal communication skills.
- Ability to operate a personal computer and enter data into computer databases preferred.
- Must be able to work effectively under stress in emergency situations.
- Must be able to maintain cooperative working relationships
- Must be able to convey clear, concise communications and directions.
- Must be able to maintain a variety of files and records (e.g. schedules, investigations, guidelines, etc.) for the purpose of ensuring the availability of information for future reference and/or audit for compliance with established policies.

Physical Requirements

- This position requires the ability to move throughout the building on a regular basis including but not limited to stairs
- Occasionally requires exertion of up to 20 pounds of force
- Frequently requires exertion of up to 10 pounds of force to move objects.

Terms of Employment

This is a nine-month position. Salary and benefits are to be determined by the Board of Education.

Classification

This position is classified as an ACME union, non-exempt security position.

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.



Crete-Monee School District 201-U

JOB DESCRIPTION

TITLE: Security Officer – Middle School

Purpose Statement

The position of the Security Officer has been established for the purpose(s) of providing support to the instructional process with specific responsibilities for the safety and welfare of students during classroom and non-classroom activities; minimizing the frequency and/or severity of harmful incidents; and communicating observations and/or incidents that have a potential impact on the general well being of students, school personnel, and/or visitors.

Reports To

Director of Safety and Security and Building Principal and/or Designee

Essential Functions

Monitors student behavior during and between assigned classes and at student events (e.g. lunch room, classrooms with substitutes, detention, dances, home games, etc.) for the purpose of ensuring student compliance with established guidelines, maintaining a safe and positive learning environment, and secure facility.

Job Responsibilities

- Analyzes activities that may be in violation of school policies and/or an indication of possible criminal activity (e.g. unauthorized visitors, threats against students, possible violations of school policy, etc.) for the purpose of assisting law enforcement personnel, developing information necessary for determining action, and/or providing documentation when applicable.
- Collaborates with other schools and district personnel, assigned police officers, representatives of local agencies, etc. for the purpose of providing information and/or taking action regarding investigations, criminal activities, gang activities, vandalism, etc. for the safety and security of the school site.
- Communicates safety and security policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.
- Delivers sensitive documents (e.g. board packets, testing materials, etc.) for the purpose of protecting the security of such materials.
- Escort students, assigned personnel and/or visitors for the purpose of providing direction, ensuring their safety and providing site security.
- Intervenes in potential conflicts and emergency situations for the purpose of minimizing disruptions of school activities and/or injury to involved parties.
- Participates in unit meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a variety of documents (e.g. incident reports, activity logs, memos, letters, procedures, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lot(s).
- Recommends policies, procedures and/or actions to school administration for the purpose of providing information and/or direction for ensuring campus security.

- Refers incidents, including personal injuries, altercations, suspicious activities, and rule violations, etc. to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.
- Responds to a variety of situations (e.g. accidents, injuries, vandalism, suspicious activities, alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Responds to inquiries from a variety of sources regarding campus security issues for the purpose of providing information, direction and/or referral for addressing inquiry.
- Refers incidents including personal injuries, altercations, suspicious activities, and rule violations, etc. to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.
- Responds to a variety of situations (e.g. accidents, injuries, vandalism, suspicious activities, alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Responds to inquiries from a variety of sources regarding campus security issues for the purpose of providing information, direction and/or referral for addressing inquiry.
- Maintain communication with assigned units.
- Assist visitors with directions and secure proper identification.
- Promote student responsibility for behavior and attitude by serving as a role model and dressing and grooming professionally.
- Notify the building administration, police, and/or appropriate emergency personnel of any emergency potentially dangerous or unusual situations.
- Assist the professional staff, police, and emergency personnel in handling emergencies or disruptive situations.
- Patrol and monitor hallways, stairwells, toilet facilities, outside facilities, and other public and unsupervised places of the school to ensure the safety and well-being of students and staff and the security of the facility.
- Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

Job Requirements: Minimum Qualifications

-
- High School Diploma or Equivalent Required.
- PERC Card required
- 1 to 2 years experience as a security officer is preferred.
- Experience in a school environment is preferred.
- Previous experience and skills as requested by the Superintendent or designee.

Job Requirements: Knowledge/Skills/Abilities

- Ability to multi-task required.
- Must possess excellent written and verbal communication skills.
- Ability to operate a personal computer and enter data into computer databases preferred.
- Must be able to work effectively under stress in emergency situations.
- Must be able to maintain cooperative working relationships
- Must be able to convey clear, concise communications and directions.
- Must be able to maintain a variety of files and records (e.g. schedules, investigations, guidelines, etc.) for the purpose of ensuring the availability of information for future reference and/or audit for compliance with established policies.

Physical Requirements

- This position requires the ability to move throughout the building on a regular basis including but not limited to stairs
- Occasionally requires exertion of up to 20 pounds of force
- Frequently requires exertion of up to 10 pounds of force to move objects.

Terms of Employment

This is a nine-month position. Salary and benefits are to be determined by the Board of Education.

Classification

This position is classified as an ACME union, non-exempt security position.

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.



Crete-Monee School District 201-U

JOB DESCRIPTION

TITLE: Security Officer – High School

Purpose Statement

The position of the Security Officer has been established for the purpose(s) of providing support to the instructional process with specific responsibilities for the safety and welfare of students during classroom and non-classroom activities; minimizing the frequency and/or severity of harmful incidents; and communicating observations and/or incidents that have a potential impact on the general well being of students, school personnel, and/or visitors.

Reports To

Director of Safety and Security and Building Principal and/or Designee

Essential Functions

Monitors student behavior during and between assigned classes and at student events (e.g. lunch room, classrooms with substitutes, detention, dances, home games, etc.) for the purpose of ensuring student compliance with established guidelines, maintaining a safe and positive learning environment, and secure facility.

Job Responsibilities

- Analyzes activities that may be in violation of school policies and/or an indication of possible criminal activity (e.g. unauthorized visitors, threats against students, possible violations of school policy, etc.) for the purpose of assisting law enforcement personnel, developing information necessary for determining action, and/or providing documentation when applicable.
- Collaborates with other schools and district personnel, assigned police officers, representatives of local agencies, etc. for the purpose of providing information and/or taking action regarding investigations, criminal activities, gang activities, vandalism, etc. for the safety and security of the school site.
- Communicates safety and security policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.
- Delivers sensitive documents (e.g. board packets, testing materials, etc.) for the purpose of protecting the security of such materials.
- Escort students, assigned personnel and/or visitors for the purpose of providing direction, ensuring their safety and providing site security.
- Intervenes in potential conflicts and emergency situations for the purpose of minimizing disruptions of school activities and/or injury to involved parties.
- Participates in unit meetings, in-service training, workshops, etc. as required for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a variety of documents (e.g. incident reports, activity logs, memos, letters, procedures, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lot(s).
- Recommends policies, procedures and/or actions to school administration for the purpose of providing information and/or direction for ensuring campus security.

- Refers incidents, including personal injuries, altercations, suspicious activities, and rule violations, etc. to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.
- Responds to a variety of situations (e.g. accidents, injuries, vandalism, suspicious activities, alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Responds to inquiries from a variety of sources regarding campus security issues for the purpose of providing information, direction and/or referral for addressing inquiry.
- Refers incidents including personal injuries, altercations, suspicious activities, and rule violations, etc. to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.
- Responds to a variety of situations (e.g. accidents, injuries, vandalism, suspicious activities, alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Responds to inquiries from a variety of sources regarding campus security issues for the purpose of providing information, direction and/or referral for addressing inquiry.
- Maintain communication with assigned units.
- Assist visitors with directions and secure proper identification.
- Promote student responsibility for behavior and attitude by serving as a role model and dressing and grooming professionally.
- Notify the building administration, police, and/or appropriate emergency personnel of any emergency potentially dangerous or unusual situations.
- Assist the professional staff, police, and emergency personnel in handling emergencies or disruptive situations.
- Patrol and monitor hallways, stairwells, toilet facilities, outside facilities, and other public and unsupervised places of the school to ensure the safety and well-being of students and staff and the security of the facility.
- Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

Job Requirements: Minimum Qualifications

-
- High School Diploma or Equivalent Required.
- PERC Card required
- 1 to 2 years experience as a security officer is preferred.
- Experience in a school environment is preferred.
- Previous experience and skills as requested by the Superintendent or designee.

Job Requirements: Knowledge/Skills/Abilities

- Ability to multi-task required.
- Must possess excellent written and verbal communication skills.
- Ability to operate a personal computer and enter data into computer databases preferred.
- Must be able to work effectively under stress in emergency situations.
- Must be able to maintain cooperative working relationships
- Must be able to convey clear, concise communications and directions.
- Must be able to maintain a variety of files and records (e.g. schedules, investigations, guidelines, etc.) for the purpose of ensuring the availability of information for future reference and/or audit for compliance with established policies.

Physical Requirements

- This position requires the ability to move throughout the building on a regular basis including but not limited to stairs
- Occasionally requires exertion of up to 20 pounds of force
- Frequently requires exertion of up to 10 pounds of force to move objects.

Terms of Employment

This is a nine-month position. Salary and benefits are to be determined by the Board of Education.

Classification

This position is classified as an ACME union, non-exempt security position.

Evaluation

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.