

**COLONIAL HEIGHTS CITY PUBLIC SCHOOLS
POSITION DESCRIPTION SUMMARY FORM**

TITLE: School Security Officer

QUALIFICATIONS: Experience as a sworn law enforcement officer within the past 10 years.
Experience as a school resource officer is preferred.
Meet all requirements for School Security Officer per VA Code section 22.22.1-280.2:1, including 18.2-308.016

REPORTS TO: Principal

SUPERVISES: None

JOB GOAL: Responsible for assisting with the implementation of practices and procedures that ensure safety, security, and welfare of students, faculty, staff, and visitors of Colonial Heights Public Schools on school grounds, school buses, bus stops or at school sponsored events. To guide the school-based security desk staff team in practicing sound school security practices. This position involves patrolling school grounds, school buses, bus stops, school sponsored events, monitoring entrances and surveillance systems, and assisting in enforcing school policies to prevent crime, disturbances or unauthorized activities and if needed, detaining individuals violating the law. Coordinate with SRO's and CHPD to ensure CHPS are accessible during an emergency.

PERFORMANCE RESPONSIBILITIES:

1. Assist in providing a safe and secure environment for students, staff, and visitors on campus or school buses, bus stops or at school sponsored events.
2. Assist Principal, as requested in enforcing School Board Policies regarding student and visitor conduct.
3. Assist Principal in preventing crime, disturbances or unauthorized activities and if needed, lawfully detaining individuals violating the law until CHPD arrives.
4. Supervise and direct movement throughout the building to include hallways, entrance ways, cafeteria, and drop-offs.
5. Assistant with emergency drills.
6. Detects, investigates, and reports unauthorized or suspicious activity, persons, and vehicles.
7. Prepare and provide school security staff desk training in August and January including training for new security desk staff training.
8. Provide periodic training in-person or through phone calls, email, PowerPoint, Zoom meetings as needed to maintain up-to-date knowledge of security best practices
9. Provide Assistant Superintendent with a list of needs developed from security desk training
10. Assist Principal and initiate the annual completion of the Building Security Walk-through document in August and January

11. Coordinate the annual update of school security (CRG) maps with school sites and vendor
12. Coordinate annual inspection of CHPD access boxes at each site (Swipe cards and keys) with SRO and building administrator in August and January
13. Coordinate with selected CHPD staff to ensure they have updated maps, access box codes, swipe cards and camera access to aid in their response to CHPS sites
14. Survey SRO's to determine if they have needed equipment such as ballistic shields, gun cabinets, pry tools in August and recommend other equipment, tools requested by SRO's
15. Ensure school sites have current and sufficient Bleed Kits to manage casualty events
16. Other duties as assigned by principal and school administration.

PHYSICAL REQUIREMENTS: General health adequate to complete tasks, limited lifting, operation of computer or other office equipment

TERMS OF EMPLOYMENT: 12 month contract; School Resource Officer Salary Scale (C12) as approved by the School Board.

EVALUATION: Performance of the job will be evaluated by the Principal.