



## JOB DESCRIPTION

**TITLE:** School Security Officer  
**DEPARTMENT:** Safety & Communications  
**REPORTS TO:** Director of Safety & Communications  
**DATE:** 08/15/2023

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**SUMMARY:** The School Security Officer will help ensure the safety and welfare of students while on school grounds by patrolling, monitoring and actively engaging in the school buildings, school community and school sponsored activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Specific tasks and/or activities under each of the following responsibilities will be assigned by the Supervisor.

- Maintain a working knowledge of all Federal, State, school, and departmental protocols and procedures
- Maintain a safe and secure environment in the building
- Balance the need to protect students, staff and property with the desire to create an open environment that remains conducive to learning
- Contact and/or assist local law enforcement and emergency personnel when needed or while present on school district properties
- Serve as a liaison between the two organizations
- Work closely with the Eastern Adams Regional Department/Conewago Township Police and other agencies that support CVSD
- Assist in providing security and control student behavior in restrooms, hallways, on property, at school events, and at other areas as assigned
- Monitoring the hallways for proper identification, (e.g., Hall Passes for students, Visitor Passes for visitors)
- Assist District staff with student and/or employee related discipline issues
- Enforce parking restrictions and issue traffic and non-traffic citations
- Participate in all court hearings and matters of prosecution, as requested
- Report all unauthorized usage of buildings and properties to the Office of the Superintendent, Director of Safety and/or Building Principals
- Approach and question individuals for proper permits and authorization
- Assist with traffic or crowd control for specified events
- Work with and monitor surveillance system as situations arise
- Participate in all departmental training and continuing practical education as required
- Maintain strict confidentiality regarding matters involving students or District employees
- Perform other duties as assigned

## **EDUCATION and/or EXPERIENCE:**

- Applicant must have successfully completed Act 120 basic training as required by the Municipal Police Officers Education and Training Commission under Pa; have completed Act II-114 training & certification required of all deputy sheriffs, *or* have graduated from the Pennsylvania State Police Academy.
- Possess Act 235 training (Lethal Weapon Training & Certification)
- Law Enforcement, public safety, security and/or military background required
- Training in de-escalation skills and passive restraint
- Understanding of NIMS and Crisis Management Response
- First Aid and CPR Training
- Must be a High School Graduate

### **Physical Demands:** Must have the ability to:

- Sit and stand for extended periods
- Exhibit manual dexterity to use a phone, input data on a computer, to see and read a computer screen and printed material, with or without vision aids
- Hear and understand speech at normal office levels and on the telephone
- Speak in audible tones so that others may understand clearly in normal office levels and on the telephone
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus
- Lift up to 25 pounds, and bend, stoop, climb stairs, and reach overhead

**Work Environment:** 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 essential functions.

The noise level in the work environment is usually quiet. Office interruptions are a common occurrence. Subjected to both inside and outside environmental conditions.

*The Position Specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Pursuant to the requirements of the federal Americans with Disabilities Act, reasonable accommodations may be made to enable a qualified individual with a disability to perform essential job functions.*

*The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*

## **TERMS OF EMPLOYMENT:**

Employment is conditional upon successful completion and submission of all federal, state, and local hiring regulations. Additional terms and conditions are as follows:

- 200 Day Employment Term; 26 pay periods year round.
- The performance of the **School Security Officer** will be evaluated by the Director of Safety.
- Typical work day is 7AM-3:30 Monday through Friday.

- There are some opportunities for overtime as security at events may be needed.

**SIGNATURES:**

This job description has been approved by all levels of management:

Director of Human Resources \_\_\_\_\_

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Conewago Valley School District is an Equal Opportunity Employer