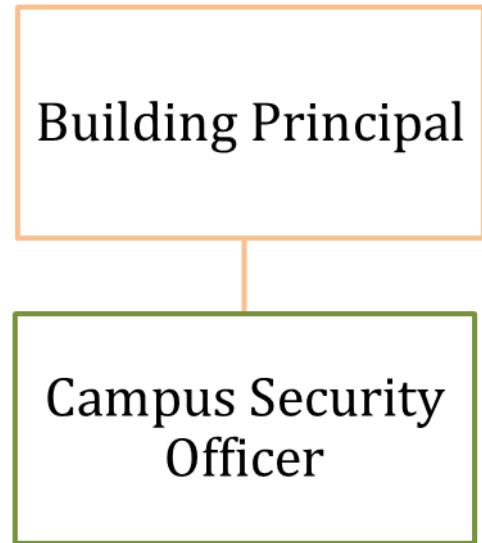


CAMPUS SECURITY OFFICER

Job Title:	Campus Security Officer
Initial:	November 1, 2006
Revised:	February 2014
Work Year:	10 Months
Office:	Education
Department:	Assigned Building
Reports To:	Building Principal
FSLA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 7

Related Organization Chart



SUMMARY: Responsible for monitoring campus to ensure the safety and security of students, staff and visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of essential functions, responsibilities, frequencies, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, frequencies, and percentages may vary depending upon building assignments and other factors. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Monitor students in building and/or on campus. Watch for unauthorized persons, suspicious/criminal activity, disturbances, fights and school rule violations, report to proper authorities.
- Monitor surveillance camera system, conduct camera searches, and prepare back-up of incidents for law enforcement as needed.
- Observe and gather information regarding students using alcohol, drugs, gang activity and/or any other illegal activity.
- Assist administration with investigations as assigned.
- Monitor traffic flow before and after school and at functions.
- Conduct building sweep and secure assigned areas as requested.
- Prepare incident reports as requested.
- Escort students and visitors as needed.
- Assist staff with students who are disciplined and walk students to administration offices.

-
- Ensure students, staff, and visitors adhere to school board policies and regulations while on campus.
 - Conduct locker, property and person searches as assigned.
 - Assist with evacuation of building during drills and actual emergencies or emergency lockdowns and review and update crisis intervention plan and/or evacuation procedures.
 - Prepare statistical reports.
 - Perform other duties as assigned.

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position:

EDUCATION AND TRAINING:

- High school diploma or equivalent, plus specialized courses in criminal justice or education related courses preferred.

EXPERIENCE:

- One year and up to and including two years of experience in security related fields, working with adolescents or previous law enforcement.

SKILLS and KNOWLEDGE:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Personal computer, keyboarding and word processing skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to intervene in physical altercations or physically restrain people.

CERTIFICATES, LICENSES, & REGISTRATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications.
- Colorado restraint procedure training preferred at hire, must be acquired 3 months after hire.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with various software packages including Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, Front Page.
- Operating knowledge of and experience with general office equipment, including telephones, copier, fax machine, etc.
- Operating knowledge of hand held radio, surveillance camera and computer system required within 3 months after hire.

SUPERVISION AND TECHNICAL RESPONSIBILITIES:

-
- This position reports to the Building Principal.
 - This has no staff supervisory responsibilities.

The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to walk and hear. The employee frequently is required to stand; use hands to finger, handle, or feel; reach with hands and arms; talk. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; outdoor weather conditions. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to compare, analyze, evaluate, and compile. Occasionally required to copy, coordinate, instruct, compute, synthesize, evaluate, and negotiate.