



ELEMENTARY SECURITY ASSOCIATE

Reports to:	Principal; Specialist III, Safe Schools	Job Code:	HR
Department:	School-Based	Structure/Grade:	111
Division:	School-Based	Workdays:	190
Retirement:	Teachers Retirement System		

Position Summary

Ensures the flow of stakeholders in an elementary school setting by monitoring campus activity and undertaking necessary precautions vital to the protection of the staff and students to preserve an environment suitable for the education process.

Essential Job Duties

- Assist in daily check in with staff members, students, and visitors on campus.
- Conduct security checks of all exterior doors and windows on campus
- Monitor and grant property entry of authorized personnel on campus.
- Safeguard the school grounds from suspicious people and activity.
- Respond to emergency situations on campus.
- Observe and report hazardous conditions to administration team.
- Communicate with and Lead Campus Supervisor and Sector Sergeants of any incidents on campus.
- Maintain security checks in the front entry and vestibule of the schools.
- Assist administration in the main driveway to control the flow of vehicle traffic necessary.
- Performs other duties as assigned.

Qualifications

- High school diploma or GED equivalent required. Associate's degree or equivalent completed college coursework from a Georgia Professional Standards Commission approved accredited college or university preferred.
- Minimum two (2) years working with students, or the public required.
- Previous experience working with security issues, safety concerns, and/or social work with high-risk students preferred. Ability to demonstrate the level of proficiency necessary to perform the duties of the specified position.

Knowledge, Skills, and Abilities

- Knowledge of rules and regulations pertaining to the protection of buildings and grounds belonging to the DeKalb County School District (DCSD), relevant Education Codes, DCSD's rules and regulations
- Knowledge of DCSD Code of Student Conduct
- Skills in conflict resolution
- Skills in techniques of group and crowd control
- Skills in safety/security procedures



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- Ability to operate a two-way radio.
- Ability to operate the school system's security vehicle.
- Ability to use relevant computer applications.
- Ability to think clearly and logically.
- Ability to use good judgment and make rapid and appropriate decisions in emergencies.
- Ability to deal effectively with students and maintain good relations.
- Ability to exercise physical force, when necessary, in retaining and assisting in an arrest.
- Ability to maintain clear and accurate records.

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

Supervisory Responsibility

- None

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

Reviewed/Revised: MM/DD/YYYY

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____