

TITLE: School Security Officer

QUALIFICATIONS, SKILLS & CHARACTERS:

QUALIFICATIONS

- Hold a High School Diploma or its equivalent
- Associates Degree or higher preferred
- Previous security experience preferred
- Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to Illinois School Code.
- Pass the State required Tuberculosis Test as required by Illinois School Code.
- Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

SKILLS

- Possesses excellent communication and interpersonal skills
- Functions as a team member
- Exhibits knowledge of Crisis Prevention Intervention techniques
- Proposes, develops, and implements conflict resolution strategies

CHARACTERISTICS

- Exhibits a personality that demonstrates interpersonal skills to relate well with Students, Staff, Administration, Parents and the Community.
- Demonstrates the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

REPORTS TO:

Safety and Security Administrator
Building Administration

MAINTAINS LIAISON WITH:

Central Administration
Building Administration
Teachers and Staff
Parents and Students
School Liaison Officers

SUPERVISES:

Students, under the authority of the Principal.

Approved June 19, 2007

Approved October 9, 2012

BOE APPROVAL 10.24.23

JOB GOAL:

To help facilitate a safe and welcoming school environment.

ESSENTIAL FUNCTIONS:

(The following are the essential fundamentals to include but not limited to the following job duties.)

- Interacts with the students and faculty to promote an atmosphere of safety within the school.
- Ensures a smooth traffic flow of students through the hallways, assists students with on-time arrival to class and to assigned locations.
- Monitors the interior/exterior of school buildings using multiple security cameras or on foot.
- Produces and disseminates surveillance footage as necessary.
- Removes disruptive students from classes when needed.
- Demonstrates patience and emotional detachment in stress filled situations and displays a commanding presence that allows the officer to attain control of stress filled situations.
- Provides crowd control at public gatherings.
- Keeps the Administration advised on all matters dealing with security measures.
- Watches for disturbances, fights, unauthorized visitors, or criminal activity. Assesses danger and calls for assistance if necessary.
- Intervenes in disturbances, utilizing verbal and physical skills to obtain and maintain control of situations, as appropriate, and evaluates the situation to determine proper disposition of the situation.
- Identifies and reports hazardous situations and maintains control of scene while notifying appropriate authorities.
- Participates in yearly training such as, but not limited to:
 - a. CPI de-escalation
 - b. Mandatory online District Training
 - c. Professional Development associated with the job or District
- Participates in other appropriate in-service and workshop programs.
- Utilizes investigative techniques, as appropriate, in preparation of reports to Administration.
- Displays ethical and professional behavior in working with Students, Parents, School Personnel, and Outside Agencies associated with the school.
- Promotes a positive image and acts as a role model for students.
- Acts as a resource to Students, Parents, and Faculty Members, meeting with them on an as needed basis.
- Other job-related duties assigned by Administration.

TERMS OF EMPLOYMENT:

Salary is based upon qualifications and the established salary schedule. Work year is set in accordance with the attendance days of students.

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FSLA:

Non-Exempt

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Educational Support Personnel.

PHYSICAL DEMANDS/ENVIRONMENT FACTORS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

- Use strength to lift, push, pull or cause to be moved items up to 40 pounds to perform the functions of the job.
- Sit, stand and walk for extended periods of time to monitor students and facilities.
- Speak and hear as to be heard a distance of 100 yards
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- Communicate effectively in English, using proper grammar and vocabulary.
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

MENTAL ENVIRONMENT

Strong cognitive skills, including problem analysis, decision making and quantitative analysis; ability to read instructions, reports, and computerized data; ability to communicate effectively (verbally and written); ability to operate and learn new technology systems; work under stress, independently, and under pressure of deadlines.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Exposure to heated/air conditioned and ventilated facilities.
- Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
- Exposure to paper dust, normal office noises and road vibrations while driving an automobile.
- Function in a workplace that is usually moderately quiet but that can be noisy and crowded at times.

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Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan.

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