

# Community Unit School District #205

<b>Job Title:</b>	<b>Safety / Security Officer</b>		
<b>Location:</b>	District #205 Schools	<b>Terms of Employment:</b>	Salary and work scheduled are determined by the Board.
<b>Reports To:</b>	Principal / Director of Safety and Security	<b>Board Approved:</b>	February 13, 2023
<b>Evaluation:</b>	Performance of this job will be evaluated in accordance with the provisions of the Board’s policy on Evaluation of Professional Personnel.		
<b>Qualifications:</b> <ul style="list-style-type: none"><li>1. High School Diploma or equivalent.</li><li>2. Security or Law Enforcement experience preferred.</li><li>3. Ability to work in conjunction with school officials to maintain a policy of cooperation while dealing with the various circumstances which may be encountered.</li><li>4. Valid driver’s license and be able to drive a motor vehicle.</li><li>5. Must be able to routinely walk at least 10,000 steps per shift and lift 75lbs.</li><li>6. Must pass Illinois and FBI Background Investigation.</li></ul>		<b>Job Goal:</b> <p>Monitor District sites and adjacent areas to provide safety and protection for students, staff, equipment, and property. Assure compliance with applicable school codes, rules, and regulations. Respond to fire alarms, intrusion alarms, and calls for service at all District sites. Provide aide to staff, students, parents, citizens, and public agencies. Model and promote a positive, productive, and safe campus climate. Perform all duties as assigned.</p>	
<b>Duties:</b> <ul style="list-style-type: none"><li>1. Security Officers are responsible for the overall safety and security of the school.</li><li>2. Monitor school property.</li><li>3. Conduct traffic control duties, facilitate safe movement of vehicles on and off campus.</li><li>4. Communicate security and safety concerns to the Director of Safety and Security or building Administration to mitigate issues.</li><li>5. Exercise dignity, honesty, and respect when interacting with students and staff at all times.</li><li>6. Mentor and build relationships with students in order to support and address any imminent issues.</li><li>7. Complete hall and restroom sweeps.</li><li>8. Actively responds to any altercations or other issues in the school that threaten the safety of students or staff.</li><li>9. Serve as a primary participant and assist building Administration in an emergency response and / or crisis situation.</li><li>10. Read and respond to e-mail communications.</li><li>11. Responds to radio communications.</li><li>12. Supervise and direct students’ movement within the school.</li><li>13. Write and submit reports to the Director of Safety and Security or building Administration in a clear and concise manner.</li><li>14. Review district camera surveillance system to ensure campus security and safety.</li><li>15. Completes and passes required district trainings.</li></ul>			

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16. Other duties as assigned.			
Employee Name:		Date:	
Employee Signature			