

Isle of Wight County School District

Position Specification

Title: School Security Officer

Division: Security & Safety Management

FLSA: Non-Exempt

General Statement of Job

Under the leadership of the school building administrator, the position is responsible for providing protective service work to maintain and enhance the security of students, staff and school property while adhering to established policy and procedures. The position reports directly to the assigned school building administrator.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Conduct surveillance of school buildings, grounds and activities;
Patrol hallways, stairwells, restrooms and parking areas throughout the school day; check windows, doors and entrances to secure building(s);
Supervise students during lunch periods; observe student and/or locker searches, as assigned;
Maintain a visual of the main entrance; greet, screen, and sign-in all visitors when assignment requires;
Deter admittance of unauthorized persons to the premises; take appropriate action to assist/escort unauthorized persons from school premises; monitor vehicles entering school grounds;
Report suspicious conditions or disturbances to administration or lead school security officer;
Provide security for after-school, evening, and/or weekend activities on an assigned, flexible schedule;
Escort disruptive students to locations specified by school administration; help to minimize physical confrontations;
Assist with fire drills and emergency evacuations;
Assist with the loading and unloading of buses, as assigned;
Provide security during sports events and other activities, as assigned; and,

Consistent with federal and state laws and regulations and only when necessary and employing the appropriate procedures under the circumstances, engage in a verbal or physical intervention to prevent a student from injuring self, peers, or staff members;
Performs related work as required.

Education and/or Experience

High school diploma or GED, required.

Some experience working with children preferred.

Previous experience in the field of law enforcement or safety preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

Certificates, Licenses, Permits: Valid driver's license

Special Requirements:

Must be at least twenty-one (21) years of age to be eligible for the Virginia School Security Officer Certification.

Regular and reliable attendance is an essential function of this position.

Must complete and maintain the following training and certifications: Virginia School Security Officer Certification (recertification every two years required).

Automated External Defibrillator (AED) and Cardiopulmonary Resuscitation (CPR) Training (recertification every two years required)

Basic First-Aid Training (recertification every two years required)

Physical Requirements:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, standing, and grasping. Occasional bending, stooping, balancing, crouching, fingering, repetitive motion, and reaching. Work involves moderate exposure to unusual elements such as extreme temperatures and hazards such as moving vehicles and/or loud noises. Ability to lift up to 50 pounds occasionally and over 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Knowledge, Skills & Abilities

Knowledge of practices, procedures, and strategies regarding the protection of buildings and grounds to provide effective security operations.

Skill in observing and assessing situations and taking appropriate actions in regard to safety and security; communicating effectively and clearly through verbal or written communication.

Ability to recognize and identify activities or situations, which have or may become a problem or emergency; to think and respond quickly, effectively and responsibly during emergencies; to comprehend and/or explain various types of information in a clear and concise manner, interact and respond effectively to students, staff, and the community; and, to prepare and maintain accurate

reports. Must be able to communicate effectively in a clear and understandable manner in both oral and written format.

Performance Factors:

Interaction with Others: Ability to communicate clearly and to develop and maintain positive interpersonal skills. Ability to be flexible to meet changing requirements. Ability to demonstrate sensitivity among diverse populations.

Concentration: Ability to maintain workflow in a variety of environments and situations. Ability to manage multiple tasks.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are given relative to a project that may be in process. Ability to maintain composure in challenging situations.

Independent Judgment: After receiving an assignment is able to complete work tasks without constant and precise direction.

Organizational Skills: Ability to establish priorities; manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate decisions.

Attention to Detail: Ability to recognize errors that detract from the accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing. Ability to demonstrate professionalism while interacting with others and to maintain positive working relationships.

Attendance and Dependability: Ability to be depended on for punctuality and faithful attendance. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.



JOB TITLE: School Security Officer

DEPARTMENT: Security and Safety Management

ESSENTIAL ELEMENTS – JOB FUNCTIONS ASSESSMENT

Physical Requirements:

- ☒ Stamina
- ☒ Seeing-General
- ☒ Close Vision
- ☒ Color Perception
- ☒ Hearing/Listening
- ☐ Clear Speech-Simple
- ☒ Clear Speech-Complex
- ☒ Touching
 - ☒ Dexterity
 - ☒ Hand
 - ☒ Finger
- ☒ Smelling
 - ☒ Smoke
 - ☐ Food
 - ☐ Cleanliness
- ☐ Tasting
- ☒ Walking
- ☒ Lifting
- ☒ Pushing
- ☒ Pulling
- ☒ Typing
- ☒ Climbing Flights
- ☒ Carrying
- ☒ Kneeling
- ☒ Stooping
- ☒ Bending
- ☒ Sitting
- ☒ Flexibility
 - ☒ Upper Body
 - ☒ Lower Body
- ☒ Running Distance

- ☒ Standing
- ☒ Driving

Stress Factors:

- ☒ Repetition
- ☒ High Pressure
- ☒ Hazards
- ☒ Fatigue
- ☐ Boredom

Work Environment:

- ☒ Works Alone
- ☒ Works with Others
- ☒ Works around Others
- ☒ Verbal Contact with Others
- ☒ Face-to-Face Contact
- ☐ Shift Work
- ☒ Inside
- ☒ Outside
- ☒ Confined Areas
- ☐ Extreme Heat/Cold
- ☐ Temperature Change
- ☐ Wet and/or Humid
- ☐ Noise
- ☐ Vibration
- ☒ Mechanical Equipment
- ☐ Electrical Equipment
- ☐ Pressurized Equipment
- ☐ Burning Materials
- ☐ Moving Objects
- ☐ High Places

- ☐ Fumes/Odors
- ☐ Dirt/Dust
- ☐ Gases

Mental Requirements:

- ☐ Reading-Simple
- ☒ Reading-Complex
- ☐ Writing-Simple
- ☒ Writing-Complex
- ☐ Clerical
- ☒ Memorization
- ☒ Analyzing
- ☒ Perception
- ☒ Judgment
- ☒ Decision-Making

Equipment:

- ☒ Computer
- ☒ Keyboard
- ☒ Telephone
- ☐ Calculator
- ☒ Fire Alarm
- ☐ Switchboard Console
- ☐ Television Monitor
- ☐ Kitchen Appliances
- ☐ Vacuum Cleaner
- ☐ Maintenance Tools

Other:

- ☐ Laundry Equipment

I acknowledge receipt of this document.

Signature

Date