SAFETY OFFICER, SCHOOL

QUALIFICATIONS

High school diploma or GED
Minimum 23 years of age and possess a valid Mississippi operators license
Two (2) years of security, military or law enforcement preferred
No record of conviction for any felony or misdemeanor other than traffic citation
Must possess demeanor to work with parents, students, employees, and general public
Must submit to and pass drug test as outlined by district policy
Must complete Mississippi Department of Education 40 hours School Safety Officer Basic Course within 2 years after hire
Physically capable of completing the Oleoresin capsicum and pressure point control training
Capable of lifting up to 100 pounds

REPORTS TO
Principal

SUPERVISES
N/A

JOB GOAL
To insure the safety and security of a school building and grounds to prevent theft, vandalism, and illegal entry.

ESSENTIAL FUNCTIONS
Patrols school buildings and grounds to prevent theft, vandalism, and illegal entry.
Assists principal and other staff in maintaining a safe school climate.
Confronts unauthorized persons for questioning, routes, or detains them and/or calls district security office for assistance.
Patrols school grounds to detect unauthorized persons or vehicles. Checks cars for parking authorization to determine if vehicles are parked in restricted areas, such as, fire hydrants, fire lanes, delivery areas, and handicapped zones.
Works with building administrator to conduct weapon checks.
Assists with loading and unloading children on and off the buses.
Assists with directing traffic at school site when necessary.
Maintains records and makes reports as needed with a functional literacy level in the English language.
Completes professional requirements prior to work assignments: Student Code of Conduct, Conflict Resolution, Sexual Harassment, Assertive Discipline, and First Aid.
Performs other related duties as requested or assigned.
EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

SALARY INFORMATION

Classification: Safety Officer, School
Scale: Classified
Grade: B
Days Employed: 197 days per school year
Range: $8.40-$15.60
Beginning Salary: $8.40 per hour
Exception: JPS employees should refer to the Classified Employee Pay Scale Rules of Administration and Implementation.
Overtime: Non-exempt

CODES

MS Personnel/Accreditation Data: 751035 (Security)
JPSD Job Position Title: N4901