



SECURITY OFFICER

JOB DESCRIPTION

JOB SUMMARY

The Security Personnel is responsible for providing youth a safe and comfortable environment within the schools. This individual works as a link between district and building administration, law enforcement, teachers, parents, and students.

JOB TITLE: Security Personnel

REPORTS TO: Director of Safety & Security
Building Principal

ESSENTIAL FUNCTIONS:

- Assist with student supervision before, during, and after the school day (i.e. entries, dismissals, meal times)
- Serves as one of the district's mobile and/or stationary unit for monitoring student dismissals, traffic & school-related events
- Assist with appropriate interventions and mediations with school staff and students
- Responsible for securing all building exterior doors at the start of the school day
- Monitors hallways and other building areas during and after passing periods
- Essential part of the district's crisis and emergency plans
- Operates metal detectors and conducts searches when directed
- Attends and successfully completes all staff development training as required by state law or directed by the district
- Investigates student violations of school board policies and prepares reports of the results
- Works with school administrators and law enforcement officials in handling serious student offenses and law violations
- Maintains security records, logs and reports
- Provides weekly reports to the Safety & Security Coordinator
- Performs other duties as assigned

KNOWLEDGE SKILLS & ABILITIES

- Ability to effectively communicate both written and verbal, including presentations.
- Ability to build a rapport with administrators, staff, students, and parents
- Knowledge of district policies & procedures, city, county, state, and federal law
- Ability to react quickly and calmly in emergency situations and determine proper cause of action
- Knowledge and ability to use Microsoft Office, Google, and email.

EDUCATION PREPARATION: (Formal and Informal)

- High school diploma; college coursework or certification in security preferred
- Minimum of 5 years working in security, working in a school environment is preferred

PHYSICAL REQUIREMENTS

- Ability to stand and/or walk for extended periods of time
- Ability lift a minimum of 75lbs
- Exhibit manual dexterity
- Have visual acuity necessary to observe and comprehend student movement
- Able to hear and understand speech at normal levels, speak in audible tones so that others may understand clearly
- Eligible benefits under JSD policy

TERMS OF EMPLOYMENT

- Security Personnel will work in conjunction with the district calendar
- Eligible benefits and leave under JSD policy

FLSA STATUS: Exempt