



JOB TITLE: Level 3 Campus Guard
REGISTRY: **X28475901**
ADDRESS: 7200 Spring Cypress Rd, Klein, TX 77379
DATE REVISED: August 23, 2023
REPORTS TO: Chief of Police
DEPARTMENT/CAMPUS: Police Services
FLSA: Non-Exempt
PAY GRADE: PS 3

JOB PURPOSE SUMMARY:

A Level III Certified Armed Security Officer is a part of our Campus Guard Program. The primary responsibility for the position is to maintain a safe and secure environment for the students and staff at various elementary schools within Klein ISD.

KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:

Campus Guard:

1. Responds timely and appropriately to calls for service, as assigned by duly authorized personnel.
2. Address all events with the appropriate response to situations and matters arising within the jurisdiction of the District Board of Trustees.
3. Carries out assigned scope of duties at assigned school campus(es), and/or at school District sponsored events and activities occurring off District property, as authorized by applicable governing bodies including, or as otherwise deemed appropriate by duly authorized District personnel up to and including the District Board of Trustees.
4. Completes assigned duties, and their corresponding tasks, autonomously, when appropriate, or in collaboration with other personnel, in accordance with applicable timeline, quality, and related standards and requirements
5. Assists as directed in providing traffic control on contiguous streets in connection with activities including, without limitation, athletic events, school closings and/or openings, or at any other time deemed necessary by the Chief of Police, or duly authorized personnel.

Compliance:

6. Performs all assigned work activities in accordance with standard procedures and protocols established by the department, and in accordance with applicable standards, procedures, and protocols established by standards of the District Board of Trustees and related requirements.
7. Demonstrates proficient and advanced working knowledge and understanding of proper usage and handling of firearms in accordance with protocols, standards, and requirements set forth by the Department and District.
8. Demonstrates proficient understanding and working knowledge of applicable federal, state, and local regulations and ordinances.
9. Demonstrates proficient understanding and working knowledge of standard concepts, terms, practices, and procedures within the school safety field.
10. Demonstrates proficient understanding and working knowledge of Board of Trustee policy and district regulations/procedures.

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11. Supports the development and presenting of training modules relating to safety programs coupled with evaluating training needs and course effectiveness.
12. Maintains relevant and up-to-date knowledge and understanding of standard practices for campus safety
13. Monitors respective work activity, and work activity of others, for variances and anomalies.
14. Identify and report any known compliance issues to appropriate personnel.
15. Assists with specific school safety audits and the preparation for audits, whether initiated internally or externally.
16. Adheres to all other District wide policies and procedures including, but not limited to, human resources, safety, and emergency protocols.

General:

17. Consistently demonstrates support towards the District's Shared Vision, Mission, and Promise 2 Purpose.
18. Attends departmental and District meetings, as required.
19. Consistently displays integrity, responsibility, accountability, teamwork, and ethics.
20. Performs assigned job duties and responsibilities in accordance with established performance expectations, as well as with District policies, procedures, protocols, and standard practices.
21. Maintains relevant and up-to-date job knowledge by participating in continuous education initiatives.
22. Must have a working knowledge and understanding of Microsoft Excel, Word, PowerPoint, and Outlook, Google Shared applications to include Google Sheets, Google Docs, and Google Slides, as well as database systems and applications relevant to the job function.
23. Performs other duties as assigned.

MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS

- 21 years of age or older
- Preferred 2 years of experience as a security officer in an educational environment
- Must be able to pass a thorough background check and drug test.
- Physically fit and able to stand for long periods.
- Must be reliable and have reliable transportation with ability to commute to assigned location
- High school diploma or GED
- Must have current Valid Texas Driver's License
- Must have current Valid Texas Level III Commission License Card
- Must know TOPS login information
- Must successfully pass the Klein ISD Police Department firearms qualifications
- Social Security Card
- Birth Certificate

CORE KNOWLEDGE, SKILLS & ABILITIES:

Organization - Uses resources effectively and efficiently, arranges information and data in a useful manner, assembles and orchestrates resources to meet departmental deadlines.

Attention to Detail – Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.

Decision Making – Makes quality and timely decisions based upon a mixture of analysis, wisdom, experience, and judgment.

Interpersonal Skills – Exhibits the ability to excel in a team atmosphere, working towards a common goal while adhering to departmental deadlines and district guidelines.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

This position requires frequent walking, standing, reaching, climbing, driving of motor vehicle, lifting and/or carrying of objects up to 100 pounds, reading, seeing, speaking, hearing, listening, organizing, interpreting data and information, as well as operating office equipment, typing using a computer keyboard and mouse, viewing a computer screen monitor, and use of a telephone. This position requires the frequent use of two-way radio communication devices, as well as fire extinguisher and firearm, when necessary. The working environment consists of frequent exposure to an outdoor non-climate controlled setting, as well as an indoor climate controlled setting. This position will be subject to potentially adverse and hazardous working conditions including, without limitation, inclement weather conditions, traffic and related roadway activity, as well as frequent exposure to sun, heat, and cold temperature conditions. This position is subject to prolonged hours, shift work, and on-call duty, and requires the ability to maintain emotional control under stress.

EMPLOYEE ACKNOWLEDGEMENT:

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

Employee Printed Name: _____ **Employee ID Number:** _____

Employee Signature: _____ **Date:** _____

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