

**Job No.: B606**  
**Reports to:** Sergeant  
**Dept./Campus:** Safety & Security

**FLSA Status:** Non-Exempt  
**Pay Grade:** B6  
**Term:** 202 Days

#### **PRIMARY PURPOSE**

To protect students, staff, and visitors in an active threat event. Safety and security expert for the assigned campus.

#### **MAJOR RESPONSIBILITIES AND DUTIES**

- Work at their normal daily educational and/or school operations assignment.
- Provide safety and security to students, staff and visitors at all Leander ISD campuses and functions.
- Monitor all campus safety protocols and assure that staff and students are following Leander ISD policy.
- Responsible for campus Emergency Operation Plan, emergency drills, door audits, campus traffic, exterior and interior safety protocols, visitor protocol, campus safety and security trainings, camera surveillance, corroboration with campus principal and other day-to-day safety and security assignments by supervisor.
- Work closely with campus staff and other district personnel to promote a safe and secure environment.
- Assist in drills and exercises that promote emergency preparedness of campus.
- Serve as liaison between campuses and law enforcement, fire/EMS personnel and other outside agencies responding to incidents or investigating matters of concern to the district.
- Attend training as required or directed.
- Shall not be assigned routine classroom discipline or administrative tasks.
- Demonstrate regular and prompt attendance.
- Perform other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

- None.

#### **GENERAL QUALIFICATION GUIDELINES**

##### **Education/Certification/Experience:**

- High School Diploma or GED
- Clear and valid Texas driver's license
- License to Carry Firearm (LTC) (Once TCOLE Certification is completed)
- L3 Psychological Clearance
- Texas School Marshal Certification
- Peace Officer Certification or military duty (preferred)

##### **Knowledge/Skills/Abilities:**

- Ability to work effectively with youths and adults.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

- Ability to communicate effectively (verbally).
- Familiar with Standard Response Protocol.
- Familiar with Standard Reunification Protocol.
- Stop the Bleed certified.

**Preferred Skills or completed within 2 years of employment. (Depending on course availability)**

- ALERRT - Level 1 Basic Operator
- ALERRT - Active Attack Integrated Response (AAIRs)
- ALERRT - Exterior Response to an Active Shooter Events
- ALERRT - Single Officer Rapid Deployment (SORD)
- ALERRT - Civilian Response to an Active Shooter Event Trainer (CRASE)
- TCOLE 2195 (SBLE Active Shooter Response)
- TCOLE 4064 (20 Hr. SBLE training)
- SBLE 41501, 41502, 41504 (SRO)
- FEMA 100, 200, 700, 800
- Certification to complete school district safety audits.
- Youth Mental Health First Aid or Psychological First Aid
- Emergency Operations Plans (TXSSC)
- AED/CPR

**Required Training:**

- Firearms Qualification training 2x per year.
- Official Tactical Training (Tactical/firearms training with Local LE or ALERRT Instructors.)
- Attend all Active Shooter Training Provided by Local Law Enforcement Agencies.
- Monthly Debrief/Classroom Training
- School District Continued Improvement Training

**Mental/Physical/Environmental Demands**

- Tools/Equipment Used: Vehicle, two-way radio, panic alert system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals.
- Posture: Prolonged sitting and standing.
- Motion: Strenuous walking and climbing stairs; occasional keyboarding and use of mouse, some driving (depending on assignment).
- Lifting: Moderate lifting and carrying (15–45 pounds).
- Environment: Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather); moderate exposure to noise and vehicle exhaust; possible districtwide travel.
- Other: Specific hearing and visual requirements; may be subject to adverse and hazardous working conditions, including violent and armed confrontations; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously.
- Mental Demands: Maintain emotional control under stress; prolonged hours; on call for emergencies.
- Attendance: Good daily attendance is of the utmost importance. School Marshals should be on duty when school is in session. Personal days should be reserved for emergencies or sickness.
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Ability to understand, remember, and communicate routine, factual information.

- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose basic reports and/or to orally communicate technical information.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.