LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience  ***in a Public School Setting***

JOB DESCRIPTION

Position Title: Campus Safety Officer

Immediate Supervisor: Facilities Director; School Principals

Job Goal: To promote a safe and secure school environment through visible campus presence, prevention, preparedness, appropriate response, and coordination with District administration and emergency responders.

Qualifications

- Must meet all eligibility requirements for employment as an armed school security officer under Connecticut General Statutes §10-244a, including qualification as a retired law enforcement officer under applicable state and federal law.
- Must have retired or separated in good standing from a qualifying law enforcement agency and remain legally eligible to possess and carry a firearm in the performance of assigned duties.
- Must successfully complete and maintain all annual training, firearms qualifications, certifications, permits, and other credentials required by law and District policy.
- Demonstrated law enforcement, public safety, security, emergency response, and sound decision-making experience.
- Excellent judgment, discretion, situational awareness, communication, interpersonal, and problem-solving skills.
- Ability to interact professionally and appropriately with students, staff, parents, visitors, administrators, and law enforcement personnel; school or youth experience preferred.

Essential Responsibilities

- Maintain a visible and regular schedule of school and campus monitoring, including buildings, grounds, entrances, parking areas, and other areas identified by administration.
- Identify and appropriately respond to safety, security, and emergency concerns; promptly communicate significant issues to the Facilities Director, school administration, and emergency responders as appropriate.
- Respond to emergencies and critical incidents in accordance with applicable law, District emergency procedures, training, and established protocols.
- Use sound judgment and de-escalation techniques when addressing conflicts, suspicious activity, unauthorized persons, or other security concerns.
- Assist with traffic and pedestrian control, arrival and dismissal, special events, and other activities requiring a security presence.
- Coordinate and communicate with local police, fire, EMS, and other first responders when necessary.
- Assist administration with investigations, safety assessments, emergency preparedness, drills, and

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other security-related matters as directed.

- Maintain the confidentiality of sensitive student, staff, security, and investigative information.
- Carry and secure any authorized firearm in strict accordance with law, required training, and District policies and protocols.
- Maintain all required certifications and immediately report any change in eligibility, certification, qualification, or legal authority affecting the ability to perform assigned duties.
- Perform other duties related to school safety and security as assigned.

Terms of Employment

Established in employment agreement. Employment is contingent upon continued compliance with all applicable statutory, training, certification, background, and District requirements.

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