

# Richland School District Two

## **JOB DESCRIPTION** **(Revised November, 2012)**

### **JOB TITLE: Security Officer**

FLSA Status: Non-Exempt  
Pay Grade: Support/Grade 5  
Days of Work: 262

### **GENERAL STATEMENT OF JOB**

Under general supervision provides security services for the protection of school property from theft, fire, damage, destruction, and other hazards. Performs surveillance of assigned areas of responsibility. Reports to Duty Supervisor.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Works a uniformed shift in the performance of security patrols, traffic control, investigations and provides first aid at incidents. Performs surveillance of school property as assigned for protection against theft, fire, damage, destruction and other hazards.

Ensures that all sites and property within the assigned patrol area are secured and that security systems are operational and alarmed as required. Responds to alarms in patrol area and takes appropriate action. Questions, detains, removes or assists in the removal of suspicious or unauthorized persons from school property as necessary.

Coordinates activities with supervisors and other divisions, exchanges information with public safety personnel/first responders. Cooperates with and assists the sheriff's department as required in investigations.

Maintains normal availability by radio and/or telephone. Responds to radio calls and takes appropriate action.

Prepares reports and maintains required logs. Types, completes and/or files various records and forms. Operates general office equipment such as a computer, copier, and calculator.

Operates a security vehicle in completing surveillance work and assigned duties; operates related security operations equipment including radios, alarm systems, flashlight, locks, gates, etc. Maintains District equipment, facilities and supplies.

Provides security services at special events such as football/basketball games, band contests, graduations, etc. Assists with traffic direction and crowd control as needed or during school events. Assists citizens with such matters as locked or stalled vehicles, traffic safety, etc.

Provides assistance, guidance and instruction to new personnel as needed.

Willingly performs other duties as assigned or requested.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent. Prior security or public safety experience or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid South Carolina Drivers License without record of suspension or revocation. Must meet District background check requirements, including a prior criminal history check. Must maintain basic first aid and CPR certification.

### **JOB REQUIREMENTS**

#### **Knowledge:**

Working knowledge of school district policies, procedures, and modern security principles, procedures, techniques, and equipment. Knowledge of applicable laws, ordinances, and security rules and regulations. Knowledge in the application of security practices and the surveillance of property. Knowledge of clerical functions such as typing, filing and sorting. General knowledge of security equipment and modern office equipment such as computers, copiers, calculators, alarm systems, two-way radios, etc.

#### **Skills/Effort:**

Skill in the use of general office equipment and security equipment. Ability to communicate effectively both orally and in writing. Ability to interact with peers, supervisors, the general public, other law enforcement agencies, students and District employees in a courteous and professional manner. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to follow and give detailed verbal and written instructions. Ability to operate/drive a vehicle. Is available to work at special events such as football/basketball games, band contests, graduations, etc. Must be able to work rotating shifts if necessary. Must be able to operate security tools and equipment including security vehicles, radios, cameras, and general office equipment including calculators, copiers, facsimile machines, etc.

#### **Additional Physical, Cognitive, and Other Requirements:**

Ability to stand and walk for long durations. Ability to properly perform physical demands for handling doors, gates, locks, and other equipment. Possesses the physical ability to visually observe activities in assigned areas both during day and nighttime hours. Possesses sufficient mobility and dexterity as needed to monitor and patrol school buildings and grounds. Possesses the visual acuity necessary to observe and monitor the movement of students, District staff members, large crowds, etc. Possesses sufficient strength and agility to apprehend and detain trespassers or to separate individuals in a fight. Job responsibilities involve the operation of security vehicles, with duties that include sitting, standing, walking, reaching with hands and arms, climbing steps, balancing, stooping, kneeling, and crouching. Specific vision abilities include close, distance, color, peripheral, depth and the ability to focus. Sensory abilities require the skill to respond and/or react in the event of emergency situations, or situations involving the supervision of individuals and/or crowds. Must be able to talk, read and hear, and effectively perceive and exchange information in a variety of oral, written and/or printed formats. Duties require basic mathematical skills including addition, subtraction, multiplication, and division. Must take direction, and comply with all applicable laws, policies and procedures, and interact well with others, including students and parents. Must display emotional control and be adaptable to stressors, tight deadlines, frequent changes, etc.

#### **Working Conditions:**

Duties are frequently performed indoors and outdoors in various weather conditions. Sufficient mobility and dexterity is needed to stand and walk regularly and for long periods, and to monitor and patrol school buildings and grounds. The employee may work near moving mechanical parts and may be exposed to wet and/or humid conditions, and extremes of heat, cold, noise, dust, fumes, etc. The employee must occasionally lift or move 100 pounds or more. The specific vision abilities required include close vision, distance vision, color vision, peripheral

vision, depth vision and the ability to adjust focus. Must be able to move about on uneven surfaces and climb access ladders to the roofs of buildings. Must be able to work rotating shifts. The employee may be subject to recall to work at various hours in the event of an emergency.

#### **DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

#### **EEO STATEMENT**

Richland School District Two is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

Signatures:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_