

Human Resources

Safety and Security Officer/Roving Safety and Security Officer

Department: Campus/District Office
Reports to: Principal; Assistant Principal Athletics; Director of District Safety
Placement: Classified Non-exempt Salary Schedule
Term: See Duty Day Calendar

Position Summary:

This position maintains a safe learning environment, orderly conduct of the student body; protects and secures all district property at the campus level; provides personal, equipment, and property security for faculty, staff, students, and visitors within assigned areas. Performs routine security and public safety patrol duties within assigned area, remains alert to emergency situations and provides first-line response, emergency management, and/or referral if required.

Essential Functions:

- Assists the Principal/Assistant Principal in maintaining a safe campus environment for all students, faculty, staff and community members.
- Patrols student/faculty/staff parking lots during lunch and school hours.
- Monitors student and visitor I.D.s; ensures that only students with valid I.D.'s or authorized persons are on campus and that students do not leave campus grounds without authorization.
- Prevents loitering and deters vandalism on campus during class hours; escorts campus visitors.
- Prepares weekly activity reports and referral reports as necessary.
- Diffuses physical and verbal altercations.
- Participates in mandatory district/local in-service training programs.
- Maintains rapport with staff, students, parents and community members.
- Must be available to work evenings and weekends for extracurricular school activities and athletics events as assigned by supervisor.
- Patrols the campus and maintains security of all campus buildings, ensuring that gates, doors and windows are locked.
- Reports all areas of concern to appropriate personnel.
- Performs any other duties as assigned by supervisor.
- Ensures that all work is completed in accordance with District policy and applicable state and federal laws.
- Performs any other duties as assigned by supervisor.

Training and Experience:

- High School Diploma.
- Must be at least 21 years of age.
- Demonstrates the ability to perform the essential functions of the position.
- Must pass components of physical performance test.
- Previous experience with high school age students preferred.
- Possess knowledge of adolescent psychology preferred.
- Minimum of three years of experience in security, law enforcement or related activity preferred.

Licensing/Certification Requirements:

- Possesses or obtains valid First Aid and CPR certification at the time of employment; must maintain current certification status while employed.
- Valid Arizona Driver's license.

Knowledge of:

- Pertinent laws, related district policies and procedures.

Skill In:

- Works within specific time frames and is detail oriented.
- Attends all mandatory trainings as required.
- Demonstrates excellent customer service skills.
- Well-organized, with demonstrated ability to multi-task.
- Possesses excellent verbal and written communication skills and maintains rapport and composure with parents, students, staff, and the general public.
- Enforces school rules firmly and fairly.
- Recognizes potential problems and take steps to prevent hazards.
- Understands M.S.D.S. (Material Safety Data Sheets).

ADA and Other Requirements:

Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

The employee will be required to reach with hands and arms. The employee is frequently required to stand for long periods of time, walk, bend, and sit. The employee is occasionally required to climb, or balance and stoop or kneel. The employee is required to run and move quickly; must have the ability to be physically capable of performing the essential job functions.

When duties and responsibilities change and develop, this job description will be reviewed and subject to changes of business necessity.