



“Teaching & Learning”

TUNICA COUNTY SCHOOL DISTRICT

Title: School Security
Qualifications: 1. High School Graduate
2. Security or Law Enforcement experience preferred
Supervisor: Principal

Job Summary:

Position is responsible for maintaining order and discipline, preventing crime, investigating student violations of school board policies, and detaining students violating the law or school board policies on school property or at school-sponsored events and is responsible solely for ensuring the safety, security, and welfare of all students, faculty, staff, and visitors in the assigned school.

Job Duties:

- Patrols and monitors assigned areas of the school buildings, grounds, and parking lots to deter, detect, report and stop violations of the law and/or school board policies.
- Detects, investigates, and reports unauthorized or suspicious persons, vehicles and activities.
- Assists administrators and staff in crisis and emergency situations.
- Supervises and directs pupil movement.
- Notifies the administrative staff, police, fire department, or other appropriate authorities of security or emergency situations.
- Operates metal detectors and conducts searches when directed to do so.
- Investigates student violations of school board policies and prepare reports of the results.
- Works with school administrators and law enforcement officials in handling serious student offenses and law violations.
- Testifies in court and at School Board Disciplinary Review Committee hearings as required.
- Assists with fire drills and other emergency building evacuations.
- Maintains security records, logs, and reports for those who enter campus.
- Attends and successfully completes all staff development training as required by state law or directed by District Administration.
- Abides by District Policies, directives and post orders.
- Reads and responds to email communications.

Other Duties:

- Performs other related duties as assigned by the principal, supervisor or other appropriate administrator.

Job Specifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation can be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Must possess a high school diploma (or equivalency) with some experience or training in a security related field or any equivalent combination of education and experience that would provide the noted knowledge skills, and abilities. Must possess knowledge of, and the ability to apply, standard security procedures and best practices. Must possess the ability to acquire knowledge of School

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Board policies and procedures and Student Rights and Responsibilities. Security experience in a public school setting preferred. Must possess the ability to read, write, speak, and understand standard English. Must possess excellent human relations skills.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to stand and/or walk for extended periods of time; exhibit manual dexterity to dial a telephone, key a two-way radio microphone, operate a keyboard, and use a lock and key; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; articulate information in an emergency situation; use physical agility and strength to defend self and detain persons using force if necessary; and have the visual acuity necessary to observe and comprehend student movement.

Work Environment

Duties are normally performed inside a school/classroom environment and outdoors in all weather conditions.

Terms of Employment: Salary and work year established by the Board

Evaluation: Employee will be evaluated based upon job description.

COMMENTS

Tunica County School District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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