



Union County Public Schools Job Description

POSITION TITLE: Security Officer	TERM OF EMPLOYMENT: 10 months
DATE: 4/1/2026	DATE OF LAST REVISION: 5/31/2023
FLSA EXEMPTION STATUS: Non-Exempt	PAY GRADE: \$30.00/hour

JOB SUMMARY: Under direct supervision, a Security Officer will assist the Principal and SRO in planning, facilitating, and evaluating safety and security issues in accordance with state and Union County Board of Education policies.

ESSENTIAL JOB FUNCTIONS	
1.	Actively monitors campus activity (visitors to campus, surveillance systems, etc.) to proactively identify and address safety and security situations.
2.	Effectively communicates with internal stakeholders, i.e. principal, office staff via radio, and external resources, i.e. cluster School Resource Officer (SRO).
3.	Submit reports to the Director of School Security as requested.

DUTIES & RESPONSIBILITIES	
1.	Accurately maintain school records, i.e. student information, as required by state or federal laws, and Union County Board of Education policies, and/or school-based request, and adhere to confidentiality requirements of state and federal law.
2.	Monitor school grounds at all times, primarily focusing on areas of public access (driveways, cut-through neighborhoods).
3.	Monitor parking lots to evaluate parked vehicles for parking permits or decals, when appropriate.
4.	Operate the surveillance program via monitoring and ensure that all external cameras are in good working order. Reports issues to administration in a timely manner.
5.	Check identification of all persons entering school property and that all visitors have a visitor pass.
6.	Maintain frequent contact with School Resource Officer (SRO) and be knowledgeable of school safety plans.
7.	Participates in school level, district level and other meetings as directed by supervisor.
8.	Patrol school grounds regularly.



Union County Public Schools
Job Description

9.	Effectively produces professionally written correspondence across various communication mediums, i.e. cell phone, computer. Maintains constant communication with the main office via radio.
10.	Performs other duties as assigned.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualifications
<ul style="list-style-type: none"> High School Diploma or equivalent 	<ul style="list-style-type: none"> Law enforcement experience

KNOWLEDGE, SKILLS, AND ABILITIES

COMMUNICATION/INTERACTIONS

- Ability to work with diverse individuals and/or group

CUSTOMER RELATIONSHIPS

- Requires the ability to interact with people beyond giving and receiving instructions.
- Must be adaptable to performing in stressful and emergency situations

PHYSICAL REQUIREMENTS

WORK ENVIRONMENT:

Strength: Medium/High - Exert force 30-40 lbs., frequently; and up to 30 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull, or move objects. Note: NCI Intervention may require a significant physical demand by employees. Force and Strength may vary based on student need.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from indoors exposure to outside weather conditions
Exposure to noise levels ranging from moderate to loud.

Hazards: Uneven walking/working surfaces, communicable diseases, cleaning chemicals, lifting/carrying of materials, and power/hand-operated equipment and machinery (as related to specific assignment).

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any



Union County Public Schools *Job Description*

person on the basis of sex, race, color, religion, national origin, age or disability.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.