

Spring Hill U.S.D. #230
101 East South Street
Spring Hill, KS 66083

EVENT SECURITY STAFF JOB DESCRIPTION

Purpose: The job of Event Security Staff was established for the purpose(s) of providing for the safety and welfare of students during non-classroom activities; minimizing the frequency and/or severity of harmful incidents; and communicating observations and/or incidents that have a potential impact on the general well-being of students, school personnel, patrons, and/or visitors. To accomplish these tasks, the Event Security Staff member works closely with the community, staff, and administration of U.S.D. #230

Responsible to: Superintendent of Schools, Administration

Payment Rate: \$10 per hour

Qualifications:

1. High School diploma or above.
2. Pass a criminal justice fingerprint/background clearance.
3. Possess a Kansas Certification of Health.
4. Have a valid driver's license, be able to drive, and qualify under the district's insurance carrier when driving a district vehicle.

Essential Functions:

1. Communicates school policies and enforcement procedures to students, personnel, patrons and visitors for the purpose of ensuring their understanding and the potential consequences of violation.
2. Intervenes in potential conflicts for the purpose of minimizing disruptions of campus activities and/or injury to involved parties.
3. Monitors students, staff, patrons, and visitors during assigned events within a variety of school environments (e.g. special events, sporting events, etc.) for the purpose of ensuring the safety and welfare of students, staff, patrons, and visitors.
4. Prepares documentation (e.g. incident and activity reports, security logs, etc.) for the purpose of providing written support and/or conveying information.
5. Refers incidents to appropriate site personnel (e.g. injuries, altercations, suspicious activities, etc.) for the purpose of ensuring follow-up in accordance with administrative guidelines.
6. Reports observations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel for follow-up action.
7. Communicate information to School Resource Officer when deemed appropriate by administration.
8. Performs other related duties, as assigned, for the purpose of ensuring the efficient and

- effective functioning of the work unit.
9. Support the philosophy and vision of U.S.D. #230.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, crouching, bending, crawling, and reaching.
4. Some fine finger dexterity.
5. Must work indoors and outdoors year-round.
6. Must work in noisy and crowded environments.
7. Must work in temperature extremes and in some varying atmospheric conditions.
8. Generally job requires 10% sitting, 80% walking, and 10% standing.

Job Requirements: Minimum Qualifications:

Skills, Knowledge, and Abilities

1. Skills are required to perform multiple tasks with a need to routinely upgrade skills in order to meet changing job conditions.
2. Specific skill-based competencies required to satisfactorily perform the functions of the job.
3. Adhere to safety practices.
4. Plan and manage projects and/or events.
5. Prepare and maintain accurate records.
6. Knowledge is required to perform basic math
7. Review and interpret technical information, write technical materials and/or speak persuasively to implement desired actions.
8. Analyze situations to define issues and draw conclusions.
9. Specific knowledge-based competencies required to satisfactorily perform the functions of the job: include health standards and hazards, safety practices and procedures, and accounting/bookkeeping principles.
10. Ability is required to schedule activities and/or meetings, collate data, and use basic job-related equipment.
11. Flexibility is required to work with others (especially students); work with data utilizing specific, defined processes and operate equipment using defined methods.
12. Ability to work with a significant diversity of individual and/or groups, work with specific job related data, and utilize job related equipment.
13. Independent problem solving is required to analyze issues and create action plans.
14. Problem solving with data requires following prescribed guidelines and problem solving with equipment.
15. Specific ability-based competencies are required to satisfactorily perform the function of the job include: adapting to changing work priorities, communicating with diverse groups, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and working with frequent interruptions in possibly loud work environment.
16. Ability to work under limited supervision following standardized practices and/or methods, providing information and/or advising other.
17. Utilize some resources from other work units may be required to perform the job's functions.
18. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
19. Perform other duties as assigned by the Superintendent, or other Administrative Staff.