



## **SCHOOL SECURITY OFFICER**

### **GENERAL RESPONSIBILITIES**

Under the leadership of the school building administrator and the guidance of the Office of Safe Schools, the position is responsible for providing armed protective service work to maintain and enhance the security of students, staff, and school property while adhering to established law, policy, and procedures. The position reports directly to the assigned school building administrator.

### **ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Conduct surveillance of school buildings, grounds, and activities.
- Patrol hallways, stairwells, restrooms, and parking areas throughout the school day; check windows, doors, and entrances to secure building(s).
- Maintain a visual of the main entrance; greet, screen, and sign in all visitors when the assignment requires.
- Deter admittance of unauthorized persons to the premises; take appropriate action to assist/escort unauthorized persons from school premises.
- Monitor vehicles entering school grounds.
- Report suspicious conditions or disturbances to administration.
- Escort disruptive students to locations specified by school administration; help to minimize physical confrontations.
- Maintain and operate the electronic visitor management system and alarm sign-in system.
- Monitor closed-circuit television (CCTV) cameras and emergency radio, report non-working equipment to administration and lead school security officer.
- Maintain proper functioning of x-ray detection machine; conduct metal detection and x-ray detection screening, as assigned.
- Assist with fire drills and emergency evacuations.
- Supervise students during lunch periods; observe the student and/or locker searches, as assigned.
- Assist with the loading and unloading of buses, as assigned.
- Provide armed security during sports events and other activities, as assigned.
- Communicate daily with the School Resource Officer (SRO) to ensure armed security is always available.
- Assist the SRO as requested during emergencies.
- Provide armed security throughout the day while performing the daily assigned security assistant duties.
- Provide armed security for the afterschool, evening, and/or weekend activities, as requested.
- Perform related work as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Must have a general knowledge of the practices, procedures, and strategies regarding the protection of buildings and grounds to provide effective security operations. Must have the ability to recognize and identify activities or situations, which have or may become a problem or emergency. Must have the ability to think and respond quickly, effectively, and responsibly during emergencies. Must clearly understand the "last resort" imminent threat circumstances that necessitate the use of a firearm. Must have the ability to comprehend and/or explain various types of information clearly and concisely; interact and respond effectively to students, staff, and the community; and prepare and maintain accurate reports. Must be able to communicate effectively in a clear and understandable manner in both oral and written format. Must be skilled in the use and operation of a closed-circuit television system, security software programs, and other emergencies/security equipment.

### **EDUCATION AND EXPERIENCE**

**Required:** High School Diploma or GED. Previous experience in the field of law enforcement or security.

**Preferred:** Experience in working with children.

A comparable amount of training and experience may be substituted for the minimum qualifications.



## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, standing, and grasping. Occasional bending, stooping, balancing, crouching, fingering, repetitive motion, and reaching. Work involves moderate exposure to unusual elements such as extreme temperatures and hazards such as moving vehicles and/or loud noises. Ability to lift up to 50 pounds occasionally and over 50 pounds rarely. Requires timely and regular adherence to established work schedules. Must have the ability to handle a firearm safely and effectively. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

## **SPECIAL REQUIREMENTS**

- Possession of a valid driver's license.
- Must be at least twenty-one (21) years of age to be eligible for the Virginia School Security Officer Certification.
- Regular and reliable attendance is an essential function of this position.
- Must complete and maintain the following training and certifications:
  - Virginia School Security Officer Certification (recertification every two years required).
  - MANDT System Crisis De-Escalation Training (recertification every two years required).
  - Annual Mandatory Employee Training (AMET) (completion annually).
  - Automated External Defibrillator (AED) and Cardiopulmonary Resuscitation (CPR) Training (recertification every two years required).
  - Basic First-Aid Training (recertification every two years required).
  - DCJS mandated Active Shooter, Emergency Evacuation, and Threat Assessment Training.
  - VBCPS/VBPD Mandated Firearm Qualification