



## **SECURITY OFFICER**

### **GENERAL RESPONSIBILITIES**

Under the leadership of the Director of Safe Schools, the position is responsible for monitoring the security of school board property, activity fields, bus stops, and other designated areas in support of maintaining a safe environment for students, staff, and visitors.

### **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.)

- Provide building and grounds security 24 hours a day on weekends, holidays, and school closings.
- Assist in maintaining building safety and security through routine building checks.
- Assist with school safety audits by performing night light assessments.
- Assist in monitoring the safety of students during designated bus routes and/or bus stops.
- Assist with access to school buildings during emergencies.
- Assist in providing security for school board workshops and meetings.
- Compile and submit daily reports to the Office of Safe Schools.
- Run daily alarm reports and provide ARM/DISARM reports to building administrators as needed.
- Respond to and investigate intrusion and fire alarm calls; collaborate with police and fire personnel to resolve issues.
- Perform traffic control during special events; provide security during special events at school buildings.
- Operate central security system platforms monitor and review closed-circuit television cameras.
- Provide school security personnel technical assistance upon request.
- Maintain accountability of materials and equipment used by security patrol officers.
- Assist in coordinating repair to security vehicles.
- Report to work for regularly assigned work shifts during inclement weather.
- Perform related work as required.

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

General knowledge of practices concerning the protection of school buildings and grounds; ability to understand and follow oral and written instructions; ability to recognize and identify activities or situations that have or may become a problem or emergency requiring immediate attention. Must have the ability to think and act quickly, effectively, and responsibly during emergencies. Dependability, professionalism, thoroughness, leadership, organizational, and communication skills are necessary. Must have the ability to establish and maintain effective working relationships with associates, students, teachers, and administrators. Must have the ability to interact with school visitors and other community members with courtesy and professionalism. Must have the ability to establish and maintain effective working relationships with associates, students, teachers, and administrators. Must be able to read and write reports. Must have the skills necessary to operate a computer and smartphone device to access applications used in the performance of the job.

### **EDUCATION AND EXPERIENCE**

#### **Required:**

High school graduate or GED

#### **Preferred:**

Two years of college with course work in law enforcement and experience in law enforcement or security field, A comparable amount of training and experience maybe substituted for the minimum qualifications.



**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order 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, bending, grasping, and driving. Occasional running, balancing, crouching, kneeling, fingering, repetitive motion, and reaching. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, and hazards such as moving vehicles, moving mechanical parts, etc. 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.

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:
  - Basic First Aid, Automated External Defibrillator (AED), and Cardiopulmonary Resuscitation (CPR) Training (recertification every two years required)
  - Virginia School Security Officer Certification (recertification every two years required)
  - Annual Mandatory Employee Training (AMET) (completion annually)
  - Defensive Driving Training (recertification every five years required)
  - MANDT System Crisis De-Escalation Training (recertification every two years required)

FLSA Status: Non-Exempt	Description: 6/00, 5/19
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