

SCHOOL SECURITY OFFICER

OVERALL RESPONSIBILITY

Under general direction, provide for a safe and secure school environment, foster an optimal learning environment and act as a deterrent to unsafe or poor behavior by patrolling the campus, monitoring student behavior, enforcing school and District policies, intervening in physical encounters, monitoring security cameras, monitoring visitors and reporting unsafe or unhealthy conditions. Patrol and monitor assigned school campuses on various shifts, including, days, nights, weekends and holidays to provide security and protection to students, personnel, equipment and property; maintain campus security and protect District property against vandalism, illegal entry, fire and theft; enforce laws and regulations and respond to emergency situations. Position may require varying work hours and days including evenings and weekends.

SPECIFIC RESPONSIBILITIES

- Patrol and monitor the campus and surrounding areas, bus stops, parks, and other public and unsupervised places to ensure the safety and well-being of students and staff and the security of the facility.
- Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
- Promote student responsibility for behavior and attitude by serving as a role model and dressing and grooming professionally. Wear District designated attire in a presentable manner during assigned work hours.
- Intervene in situations likely to result in disruption or injury and direct students to refrain from such conduct.
- Ensure a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations.
- Assist with supervision in the breakfast and lunch periods and with morning arrival and afternoon dismissal of students.
- Remove disruptive students from classes when needed.
- Assist the staff, police, and emergency personnel in handling emergencies or disruptive situations.
- Assist visitors with directions and securing proper identification. Intercept unauthorized visitors and escort them to exits.
- Report any discipline infractions, unauthorized visitors, and acts of vandalism to the building administration.
- Notify the building administration, police, and/or appropriate emergency personnel of any emergency, potentially dangerous or unusual situations.

- Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances or anabolic steroids.
- Assist the Parent Liaison, Attendance Officer and School Nurse with home visits as needed.

- Participate in appropriate in-service training and workshop programs.
- Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
- Adhere to federal statutes and regulations, California law, construction codes, State Education Code rules and regulations, Board of Education policies and procedures and Contractual obligations.
- Patrol and monitor assigned school campuses in appropriate school security uniform at night, on weekends and holidays to provide security and protection to students, personnel, equipment and property.
- Maintain campus security and protect District property against vandalism, illegal entry, fire and theft; check buildings and grounds for security, water leaks, malfunctioning equipment, unauthorized visitors and fire; perform temporary repairs on school property and equipment as appropriate.
- Enforce laws and regulations and respond to emergency situations; initiate contact with individuals on school grounds or surrounding property to assure visitor authorization.
- Inspect and monitor the security of doors, windows and gates; reset alarm systems and test for proper operation as necessary; detect and report fire and safety hazards; respond to fire and burglar alarms and extinguish small fires; summon and communicate with police and fire department personnel as needed.
- Prevent illegal parking, tampering with vehicles and loitering in school parking lots according to established procedures; assist with traffic and crowd control at special events as assigned.
- Prepare and maintain a variety of records and reports related to security incidents, issues, hazards and activities; maintain time cards and officer's log sheet.
- Communicate with District personnel and law enforcement, fire, alarm, safety and community organization personnel to receive and exchange information related to security, vandalism, crimes, investigations, repairs, school activities and safety issues; contact parents to coordinate the release of juveniles; serve as a witness in student conferences, disciplinary hearings/proceedings; testify in court and hearings as needed.
- Operate a District vehicle and provide basic maintenance.
- Operate a variety of security and safety equipment including fire extinguishers, handcuffs, batons, firearms, mobile phones, hand-held radios, pepper spray, and mace.
- Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
- Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of California Education Code, California Penal Code, and school and district conduct code and rules related to assigned duties.
- Knowledge of investigative techniques and procedures.
- Knowledge of security measures and safety procedures.
- Knowledge of crowd control procedures.

- Knowledge of report writing.
- Knowledge of operation of a two-way radio system and radio communication procedures.
- Knowledge of laws, regulations, policies, and procedures related to assigned duties.
- Knowledge of interpersonal skills sufficient to deal with normal and possible confrontational situations.
- Knowledge of basic first aid, CPR and safety practices.
- Knowledge of health and safety regulations.
- Ability to stay calm and react appropriately in unusual or emergency situations.
- Ability to diffuse situations calmly and with authority.
- Ability to exercise strict confidentiality of campus and student issues.
- Ability to learn rapidly and apply the laws of arrest and the school regulations.
- Ability to think clearly and take effective action quickly in an emergency.
- Ability to deal tactfully and diplomatically with students and general public.
- Ability to understand and follow oral and written directions.
- Ability to work cooperatively with students, the general public, district personnel and law enforcement agencies with poise and consistency.
- Ability to acquire and maintain related certifications.
- Ability to perform evening, weekend, and holiday security services.
- Ability to meet state and district standards of professional conduct as outlined in Board Policy.

Experience

Minimum Requirement:

- Two (2) years' experience as a security officer, school security officer, campus supervisor or law enforcement officer.

Desirable Qualification:

- Three (3) years' experience as a security officer, school security officer, campus supervisor or law enforcement officer and show evidence of successful experience working with students.

Education

Minimum Requirement:

- Graduation from High school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate AND an Associate's Degree (or equivalent college coursework) with an emphasis in Criminal Justice or related coursework.

License/Certificate

Minimum Requirement:

- Valid California Class C driver's license and a safe driving record.
- Possession of or ability to maintain a BSIS Guard Card, BSIS Firearms Card, BSIS Baton and Mace
- Certificate, SB 1626 and PC 832 Course within one year of employment.

- CPR and First Aid certifications required within one year of employment.
- Successful completion of a background investigation comparable to the P.O.S.T guidelines for similar positions.

Physical Characteristics

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient hearing to hear normal and telephone conversations.
- Sufficient hearing to follow directions.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
- Sufficient dexterity to use hands and fingers to print or write legibly, operate telephone, computers, safety equipment, tools and/or controls.
- Sufficient lower body strength, stamina and mobility to sit, stand, kneel, walk, stoop, sit, bend and extend legs for prolonged periods of time.
- Sufficient physical ability to intervene in altercations and to detain students, staff or intruders.
- Sufficient physical ability, strength, balance, mobility and stamina to climb stairs..
- Sufficient physical ability, strength, mobility and stamina to drive a vehicle.
- Sufficient physical ability to reach horizontally and vertically with arms.
- Sufficient physical ability, strength, mobility, and stamina to lift, carry, push or pull objects which
- may frequently exceed 75 pounds.
- Sufficient physical ability, strength, mobility and stamina to carry out job duties in hot, cold, and
- inclement weather conditions.

Pre-Employment Examination

- A physical and tuberculosis examination is required as a condition of employment. Pre-employment physical examination shall be administered by a District provider and be at the District's expense.
- Individuals must evidence ability to perform physical requirements of position and test negative for tuberculosis.

A written examination is required as a condition of employment.

REPORTS TO

Superintendent or Designee

