

Campus Security Officer [Security Officer]

Purpose Statement

The job of Campus Security Officer [Security Officer] is done for the purpose/s of providing support to the instructional process with specific responsibilities for the safety and welfare of students during classroom and 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, and/or visitors.

This job reports to Principal

Essential Functions

- Analyzes activities that may be in violation of school policies and/or an indication of possible criminal activity (e.g. unauthorized visitors, threats against students, possible violations of school policy, etc.) for the purpose of assisting law enforcement personnel, developing information necessary for determining action, and/or providing documentation.
- Collaborates with other school and district personnel, assigned police officer, representatives of local agencies, etc. for the purpose of providing information and/or taking action regarding investigations, criminal activities, gang activities, vandalism, etc. for the safety and security of the school site.
- Communicates safety and security policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.
- Delivers sensitive documents (e.g. board packets, testing materials, etc.) for the purpose of ensuring the security of such materials.
- Escorts students, assigned personnel and/or visitors for the purpose of providing direction, ensuring their safety and providing site security.
- Intervenes in potential conflicts and emergency situations for the purpose of minimizing disruptions of campus activities and/or injury to involved parties.
- Maintains a variety of files and records (e.g. schedules, investigations, guidelines, license plates, vehicle descriptions, etc.) for the purpose of ensuring the availability of information for future reference and/or audit for compliance to established policies.
- Monitors student behavior during and between assigned periods and at student events (e.g. lunch room, classrooms with substitutes, detention, dances, home games, etc.) for the purpose of ensuring student compliance with established guidelines, maintaining a safe and positive learning environment, and secure facility.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Provides traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lot/s.
- Recommends policies, procedures and/or actions to school administration for the purpose of providing information and/or direction for ensuring campus security.

- Refers incidents including personal injuries, altercations, suspicious activities, rule violations, etc. to appropriate site personnel for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.
- Responds to inquiries from a variety of sources regarding campus security issues for the purpose of providing information, direction and/or referral for addressing inquiry.
- Responds to a variety of situations (e.g. accidents, injuries, vandalism, suspicious activities, alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: administering first aid; operating standard office equipment and using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of investigation; and record keeping.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

SH