

TITLE: Security Officer

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Ability to obtain school law enforcement officer certification.
3. Ability to perform duties in a professional manner.
4. Sound judgment skills.
5. Knowledge of laws, school district policies and procedures.
6. Ability to read, write, speak and understand English well.
7. Three years previous guard experience.
8. Strong verbal and interpersonal skills.
9. Must possess a valid KS Drivers License.
10. Attain certification in CPR, First Aid, and AED.

REPORT TO: Supervisor of High School Security

JOB GOAL: To provide a safe learning environment by promoting crime prevention and offering the services necessary to establish orderly conduct and the protection of persons and property. To provide an environment in which students can take full advantage of the instructional program and available resource materials.

ESSENTIAL FUNCTIONS:

1. Monitor hallways, bathrooms, cafeteria, school grounds and other areas as assigned.
2. Greet, direct and escort visitors.
3. Supervise and secure the student parking lot before school, during lunch (90 minutes), and at dismissal time; ensure orderly traffic flow.
4. Secure the center and east gates from 8:30 am until 2:00 pm.
5. Patrol school grounds to detect unauthorized persons or vehicles; to check cars for parking authorization; to determine if vehicles are parked in restricted areas, such as near fire hydrants or in driveways, and to check exterior lighting and emergency access routes.
6. To reduce the entrance on school property or into school buildings of those persons not having official business with the school.
7. Escort unauthorized or disruptive persons from classes, offices or the building.
8. Make periodic checks of student vehicles entering and leaving premises.
9. Assist in traffic accidents or traffic control on or adjacent to school property.
10. Assist the school security department in investigation of incidents.
11. Work with local and state law enforcement agencies as needed.
12. Work assigned extra duties, or overtime, for coverage of school events.

13. Become proficient with the school security and camera systems.
14. Recognize potential problems that arise and proactively react to get a peaceful resolution.
15. Inventory and mark school property and provide lost and found assistance.
16. Respond to fire and tornado alarms, bomb threats and other emergencies.
17. Provide money escorts; secure valuable personal items for students/staff.
18. To assist the transportation of monies to the bank, as needed.
19. Make periodic tours of buildings and property to check doors, windows, and gates for proper functioning and damage.
20. Write reports of irregularities.
21. To assist law officers in the investigations involving illegal drugs.
22. To help promote a positive image of the enforcement and the law enforcement officer.
23. Enforce School policies.
24. Provide jump starts to disabled vehicles when necessary.
25. Transporting students when necessary.
26. To perform other duties as specified by the administration.

#### PHYSICAL REQUIREMENTS:

1. Ability to physically restrain individuals who pose a threat to the safety of the school environment.
2. Ability to read and understand written and verbal orders from supervisors and respond appropriately.
3. Pass KBI and FBI fingerprint background check.
4. Ability to learn and operate security equipment.
5. Ability to carry and use hand held radio.
6. Ability to read, to understand, and to follow local and state laws as well as school policies.
7. Running: Ability to run and respond quickly in emergency situations.
8. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. The amount and type of climbing required exceeds that required for ordinary locomotion.
9. Stooping: Bending body downward and forward by bending spine at the waist. The full use of the lower extremities and back muscles is required.
10. Kneeling: Bending legs at knee to come to a rest on knee or knees.
11. Crouching: Bending the body downward and forward by bending leg and spine.
12. Reaching: Extending hand(s) and arm(s) in any direction.
13. Standing: Particularly for sustained periods of time (3 or more hours at a time).
14. Walking: Moving about on foot to accomplish tasks, particularly for long distances.
15. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
16. Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
17. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. The substantial use of the upper extremities and back muscles is required.
18. Grasping: Applying pressure to an object with fingers and palm.

19. Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
20. Talking: Expressing or exchanging ideas by means of the spoken word.
21. Hearing: Ability to receive detailed information through oral communication.
22. Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
23. Adequate visual acuity involving color, depth perception, and field of vision at a level required for a driver's license.
24. The worker is subject to outside environmental conditions: No effective protection from weather.
25. The worker is subject to all environmental conditions: Activities occur inside and outside.
26. The worker is subject to extreme cold: Temperatures below 32 degrees for periods of more than one hour.
27. The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
28. The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving traffic.
29. The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases or poor ventilation.

TERM OF EMPLOYMENT: 9 Months 7:30 am - 3:30 pm

SALARY RANGE: CLASSIFICATION LEVEL H

EVALUATION: Performance of this job will be evaluated annually by the Building Principal.

BOE Approval: October 20, 2008