

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE: School Security/Safety Officer

LOCATION: High Schools

JOB CATEGORY: Professional

PAY GRADE: Grades 1-5

FLSA: Exempt

IMMEDIATE SUPERVISOR:
Principal/ Building's Administrators

GENERAL DEFINITION AND CONDITIONS OF WORK

To assist in monitoring the flow of students entering and exiting the schools as well as general student monitoring during the school day. Facilitate security measures both in the building and surrounding school grounds.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

- To provide a safe, non-threatening environment for students;
- To record and share data pertaining to the above services;
- To develop positive and meaningful relationships with all students;
- Responsible for school camera system operation;
- Check parking areas and handle all parking related issues;
- To help with overall campus security throughout the day;
- Responsible for fire and tornado drills;
- Responsible for locker checks and locker maintenance;
- Assist in investigation cases of theft and vandalism and prepares reports;
- To participate in school safety audits;
- Other duties as assigned.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in school settings to include: school office, classrooms, gym, cafeteria, auditorium, parking lots, and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular contact with special needs children is necessary. Regular contact with staff members, students, parents, and community members is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

KNOWLEDGE, SKILLS, EDUCATION, AND ABILITIES

Candidate must be a graduate from an accredited college or university. Experience working with high school age students. Knowledge of educational practices and police procedures. Must become a certified School Safety Officer within 60 days of employment.

EVALUATION

The building principal will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.