



This is a description of the primary responsibilities, functions, and requirements of this assignment and is therefore not considered to be a comprehensive statement of every responsibility, duty, or task that may be performed. Employees may be assigned similar or related work and any other work necessary to accomplish assigned responsibilities. Individual work assignments may vary by supervisor or department.

JOB DESCRIPTION

ASSIGNMENT TITLE:
Security Officer, Lead

DEPARTMENT:
Student Services

EMPLOYMENT TERM:
12 Months

GRADE:
H-10

REPORTS TO: Security Supervisor

SUPERVISES: None

JOB SUMMARY

Provides safety and security training to employees and assists school administrators in the prevention of personal injury, property loss and disruption of the educational process through daily operations including routine patrol, crime prevention, surveillance, investigation, emergency response, recovery of property, and related activities to ensure a safe, secure, and orderly school environment for students, faculty, staff, and visitors.

ESSENTIAL DUTIES

1. Conducts safety drills at each school. Provides safety training to other Hampton City Schools departments.
2. Provides annual training to School Security Officers based on training modules from the Department of Criminal Justice Services.
3. Maintains safe school hotline.
4. Patrols assigned buildings and grounds and monitors security cameras to prevent student disruptions, vandalism, illegal entry and other activities that detract from a safe school environment. Maintains a high level of visibility as students arrive and depart from school and as they change classes during the school day. Enforces School Board and school policies and procedures regarding the conduct of persons on school property. Confronts unauthorized persons for questioning, routes or detains them, or calls police for assistance as necessary. Assists principal and staff in stopping altercations, arguments or other forms of disruptive or illegal behavior.

5. Maintains alertness to illegal substances or weapons being carried or stored on school property. Participates in random security checks. Conducts metal detector searches for contraband and illegal substances.
6. Prepares required written reports of incidents and disciplinary referrals as necessary. Offers testimony in court or before the School Board as necessary. Collaborates with and assists public safety personnel (police, fire, EMT) who respond to calls on school grounds.
7. Participates in the conduct of fire drills and other emergency building evacuations. May be responsible for activating/de-activating smoke/fire/intrusion alarms and securing the building.
8. Assists the Security Supervisor in all aspects of department operations and represents the Supervisor in his/her absence.

JOB SPECIFICATIONS

Education

High school diploma or equivalent.

License

CPR Certification.

Experience

Some related security experience in a public school setting preferred.

Essential Technical/Motor Skills

Ability to manipulate controls necessary to operate security camera system, metal detection wands, and two-way radios. Sufficient mobility and dexterity to respond quickly to student incidents or intrusion which may involve measures to detain individuals who are running away or jumping fences and barriers.

Interpersonal Skills

Ability to positively interact and communicate effectively with students to encourage appropriate behavior. Ability to maintain effective control over students to ensure behavior is not a distraction to a productive learning environment. Ability to positively interact and communicate effectively, both orally and in writing, with coworkers, parents, school officials, and law enforcement agencies in accordance with established policies, procedures, and regulations.

Essential Physical Requirements

Ability to stand at assigned station and patrol assigned buildings and grounds for long periods of time. Standing, twisting, turning, pushing, pulling, bending, crawling, crouching, stooping, and kneeling may be required while patrolling school grounds and responding to incidents. Sufficient strength to restrain/detain aggressive students, intruders, and trespassers who may physically resist. Ability to immediately respond to an emergency in any part of the location assigned or any other Hampton City Schools location as needed.

Essential Cognitive Skills

Discretion in determining consequences for inappropriate behavior. Ability to function in stressful situations and to exercise good judgment under potentially dangerous conditions. Knowledge of basic first aid, including CPR. Knowledge of Department of Criminal Justice

Services approved training modules. Knowledge of standard security procedures and the regulations and laws relating to school building and grounds, building intrusion, and trespassing. Good knowledge of the attendance policies and overall rules and regulations of Hampton City Schools. Some knowledge of techniques of investigations and report writing. Ability to read and understand laws, policies, rules and regulations and procedures, and to follow written and oral directions. Some knowledge and understanding of child/adolescent growth and development, as appropriate to assignment.

Essential Sensory Requirements

Ability to visually assess conditions in the school in order to observe student behavior and monitor for potential threats. Ability to speak in audible tones to students, faculty, staff, and visitors as needed.

Working Conditions

Exposure to the ongoing hazards that are endemic to security work and public health safety protection work. Exposure to potentially dangerous situations and physical injury from trespassers, students, or others with weapons. Working outdoors in all weather conditions and exposure to crossing areas which are not side-walked or paved, and may be poorly lit, while performing exterior checks on foot to patrol school grounds. May be exposed to students' bodily fluids. May be required to work evenings and weekends as needed to provide security for meetings, student activities, and special programs.

DATES		
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