

# **SHELTON BOARD OF EDUCATION**

## **Part Time --- School Security Officer**

### **SUPERVISION RECEIVED: HEAD OF SECURITY SERVICES**

**GENERAL STATEMENT OF RESPONSIBILITY:** Responsible for the security and protection of students, staff and property. Shall provide immediate assistance to students, employees and visitors to the school campus where appropriate to help ensure their safety.

### **DUTIES AND RESPONSIBILITIES:**

1. Maintain high visibility on campus location as directed or needed.
2. Maintain a professional presence and demonstrate confidentiality, cooperation and integrity..
3. Be proactive in assisting students, staff and visitors; create a secure friendly environment; make suggestions to improve security service.
4. Constantly monitor the campus, building and patron safety; advise appropriate personnel of situations and/or take, appropriate actions in accordance with the policies and procedures of the school system and security department. Ask unauthorized individuals to leave the building /grounds.
5. Open and close building, individual offices and classrooms, and other locked rooms when required; report unlocked doors and lock doors that should be locked.
6. Make routine patrols of parking areas and school grounds. Advise on lighting, parking violations and unsafe or unusual conditions. Make safety inspections.
7. Respond to all requests for assistance and emergency calls. Report and prepare all accident/incident reports in a timely fashion.
8. Maintain a current working knowledge of all campus security systems (i.e. Video monitoring cameras, fire alarms) facilities and operations, faculty and staff vehicles. Assist with the administration of all applicable Board of Education policy and regulations.
9. Monitor ingress and egress of the campus; question patrons regarding removal of property from premises; report thefts; in emergencies, assist school administrators, local police, and fire authorities as directed.
10. As assigned by the Head of Security, serve as a trainer and mentor for new Security Officers; assess training efforts and advise on areas of improvement during post training analysis.
11. Assume other duties as assigned by Head of Security and/or school administration.

### **QUALIFICATIONS:**

1. High school diploma or equivalent. Minimum age 21.
2. Demonstrated ability to interact effectively with a diverse school community; must display strong personal and professional integrity; must demonstrate sensitivity, good judgment and the ability to deal discreetly in confidential matters. Acceptable oral, written and computer skills. Valid driver's license.
3. Ability to maintain constant foot patrol, climb stairs and sit or stand for long periods. Ability to work during inclement weather.
4. Willingness to work at multiple school locations as needed and be able to follow various protocols of each school.
5. Willingness to be trained in MRT. PMT, building evacuation, handling difficult situations, security service and other related topics.