

AMELIA COUNTY PUBLIC SCHOOLS  
AMELIA, VIRGINIA 23002  
JOB DESCRIPTION

TITLE: Security Officer

REVISION: July 2017

LOCATION: Elementary, Middle, or High School

STATUS: Non-Exempt, Full Time, 10 month (200 days), 8 hours a day

**PRIMARY PURPOSE:**

Maintaining safety, security, and welfare of the students and staff is the main responsibility. Ensuring a learning environment free of distractions and disorder, one that is calm, structured, and positive is a high priority.

**PERFORMANCE AND RESPONSIBILITIES:**

1. Assists the principal and administrative team in the overall safety of the students and staff
2. Leads efforts to de-escalate inappropriate student behaviors and assists students with maximizing their time and task in school
3. Exercises dignity and respect when interacting with students at all times
4. Builds positive and professional relationships with students and leverage those relationships to establish and maintain productive and safe learning environments in classrooms and other common areas of the school building
5. Assists administrators and staff in crisis and emergency situations
6. Assists with supervision of students and visitors during school hours and at extracurricular activities
7. Attends away activities as requested
8. Supervises the halls during the changing of classes and lunches
9. Assists teachers/staff with discipline problems as needed
10. Patrols the inside perimeter regularly during school hours
11. Monitors and checks the bathrooms, all school grounds, and school entrances to ensure all areas are locked, secure, and that only authorized students, personnel, and/or visitors are in specific areas as needed
12. Patrols the student parking area at least once during each class period, as appropriate for high school
13. Patrols the perimeter (inside and outside) during after-school activities
14. Supervises in assigned area when school commences and dismisses
15. Communicates effectively with others
16. Properly documents and reports all incidents as required for educational setting
17. Works cooperatively with all staff
18. Acts and dresses in a professional manner
19. Maintains all confidentiality as required in an educational setting
20. Performs all other tasks and assumes such other responsibilities as may from time to time be assigned by the principal or administrative team

#### MARGINAL JOB FUNCTIONS:

1. Professional Development – Be involved in professional enrichment to the extent necessary to keep abreast of development in the appropriate field related to the essential job functions and to ensure ongoing growth and to advance skills and knowledge. School Safety Officer Training or acceptable, equivalent training will be required each year.
2. Transportation of Equipment – Lift, move, carry and otherwise transport equipment and materials weighing up to 35 pounds.
3. Professional and Confidential – Be professional in dealing with all school matters. All matters are to be kept confidential. Reports are made to the appropriate person or group.
4. Working with Groups – Serve with colleague and administrative groups as requested in advancing necessary activities and objectives.
5. Record-keeping – Perform all record-keeping functions as are necessary and appropriate.
6. Public Relations - Demonstrate a positive relationship and good overall customer service with all stakeholders.

#### SUPERVISION OF STAFF EXERCISED:

None

#### SUPERVISION RECEIVED:

The Security Officer performs duties under the supervision of the School Principal with coordination from the Director of Operations and CTE

#### MINIMUM QUALIFICATIONS:

- Minimum of a High School Degree or equivalent required
- Post-Secondary Education and/or Training preferred
- Minimum of three years of experience in equivalent work preferred
- Other preferences – prior School Safety Officer Training preferred

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrate knowledge of security functions and protocols
- Demonstrate knowledge in use of computer/technology and applicable software
- Ability to plan and supervise the work of others, as necessary
- Demonstrate excellent communication skills, both written and oral, and ability to establish and maintain positive and effective working relationships with staff, students, and the public
- Ability to operate computers/technology to manage records and other writing materials
- Ability to orally communicate effectively with others, with or without the use of an interpreter
- Ability to communicate effectively in writing, using the English language with or without the use of auxiliary aids or services
- Ability to review, understand and apply concepts presented in training programs, conferences and/or professional literature
- Ability to work with and cooperate with staff at all levels
- Ability to observe and follow all school division policies at all times
- Ability to keep student and personnel information and records confidential

- Possess high moral standards and integrity
- Demonstrate professional and personal characteristics necessary for working effectively with students, school personnel, and members of the community

#### WORKING CONDITIONS AND REQUIREMENTS:

The duties of this position are complex and diverse. Successful candidates must have the ability to multitask, deal with change, and show initiative and assume responsibility for working productively with minimal supervision. Must have the ability to sit or stand for extended periods of time in an office environment, see and read a computer screen and printed material with or without visual aids, hear and understand speech at normal levels and on the telephone, speak clearly and in audible tones in person and on the telephone, follow oral and written instructions, and be physically agile to lift up to 35 pounds.

The Amelia County Public Schools reserves the right to update, revise or change this position description and related duties at any time.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

(Updated July 2017)