

9.9.10 SECURITY OFFICER

Reports To: Security Director/Campus Principal

Dept/Campus: Assigned campus

Wage/Hour Status: Nonexempt

Length of Contract: 183, 220, 240, 260

PRIMARY PURPOSE:

Provide for the safety of students, faculty, staff, and the security of all district and campus property.

QUALIFICATIONS:

Education/Certification:

Hold Law Enforcement Officer Certification or Security Officer Commission in the State of Arkansas

Special Knowledge/Skills:

General knowledge of directing traffic
Ability to follow instructions
Ability to deal with the public
Ability to write reports

Experience:

Have a minimum of one year of experience in law enforcement.

The Board may find appropriate and acceptable alternatives to the above qualifications.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service strategies to all district patrons.
4. Maintain the safety of students, staff, and visitors.
5. Patrol assigned campuses and routes walking or driving within district jurisdiction.

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6. Preserve the peace, prevent unlawful acts, suppress disturbances, and provide service, aid, relief, and information to students, personnel, and visitors.
7. Assist in the reduction of truancy.
8. Respond to all calls from campuses concerning crisis situations, accidents, and reports of crime.
9. Assist the transportation department with problem bus stops areas and/or chronic disruptions on school buses.
10. Assist staff with after-hour functions.
11. Cooperate and work with other governmental entities and law enforcement agencies in sharing information and assistance, consistent with T ASD board policy.
12. Complete all necessary reports.
13. Testify in court as needed.
14. Help provide traffic control at athletic events, school openings/closings, or at any other time as needed.
15. Protect campus and district property.
16. Operate equipment according to established safety procedures.
17. Keep security director and principal apprised of all security issues on campus.
18. Present for students a positive role model that supports the school climate and mission of the school district.
19. Effectively communicate with colleagues, students, and parents.
20. Demonstrate behavior that is professional, ethical, and responsible.
21. Other duties as assigned.

EQUIPMENT USED:

District vehicles, alarm system, fire extinguisher, and/or security equipment, two-way radio, OC spray; and a firearm for security officers holding a law enforcement officer certification or security officer commission in the State of Arkansas

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WORKING CONDITIONS:

Mental Demands:

Maintain emotional control under stress

Physical Demands:

Strenuous walking, standing and/or climbing; operation of a motor vehicle; directing traffic; control of sudden violent or extreme physical acts of others; rapid mental and muscular coordination simultaneously; may be subject to adverse and hazardous working conditions including violent and armed confrontation; work outdoors in varying climate conditions; drive in all different areas of district at odd hours; on call 24 hours a day

Date Adopted: August 2, 2007

Last Revised: June 21, 2016

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date