

Pflugerville Independent School District - Job Description

Job Title/Position:	Security Officer	Department/School:	Assigned Campus
Pay Information:	Clerical/Paraprofessional Compensation Plan Pay Grade: CP2 / Days: 187	Supervised By:	Executive Director of Health, Safety, Crisis and Emergency Management / Assigned Campus Principal
FLSA:	Non-Exempt	Date Revised:	August 2018

Primary Purpose:

Ensure the safety and well-being of all students and staff at each school site. Supervise and control of persons in and around campus buildings, facilities and areas adjacent to the school site. Provide routine security duties and protection for students and vehicles in the student parking lot and provide first line of assistance/intervention in dealing with related issues. Assist school administration, SRO's/SBLE, and staff in maintain order, resolving conflicts, and ensuring that student school code of conduct and district local board policies are followed on school property.

Qualifications (Experience/Education/Certification):

Minimum of 2 years of experience in security is desired. School security experience is preferred but relevant experience in these other fields of security may be considered: government security, industrial security, military, or law enforcement.

- High school diploma or general education degree (GED).
- A valid Driver's License and clean driving record.
- All candidates must pass screening and DPS background checks.
- Preferred CPR certification

Major Responsibilities:

- Provide visibility, patrol, assistance and emergency contacts for all staff, students, faculty and guests of the school site.
- Ensure that school property is secure and locked when appropriate.
- Report all concerns related to health and safety, and incidents of misbehavior to the proper school authority.
- Provide general campus supervision before, during and after school.
- Actively monitor the interior and exterior of the campus for any unauthorized persons.
- Provide security for parking areas.
- Respond to all alarms, security situations, breaches, maintenance problems, and fire and building hazards, as requested.
- Assist local law enforcement and other emergency response staff as requested.
- Complete all documentation and reports as established by school site personnel.
- Serve as positive role model for students.
- Develop and maintain effective working relationships with all stakeholders within PISD.
- Other administrative duties and projects as assigned.
- Assist with minor discipline issues.
- Assist in evacuations of students and staff during drills and emergency situations.
- Escort students that have been requested by SRO Unit and or administration to their needed location.
- Responds to calls for service which may include theft, criminal mischief, and minor investigations, disturbances or disorders on school district sites.
- Monitor student's behavior in all areas of the school and enforce safety and school rules.
- Work overtime assignments as assigned on any campus within the district.

CAMPUS SECURITY GUARD EXPECTATIONS:

- Arrive to work and any meetings or appointments in a timely manner.
- Maintain professional standards and a school environment that is safe and secure for all students and staff.
- Participate in professional development and individual training as requested.

Special Knowledge/Skills:

- Supervise and direct students in a friendly, unemotional manner.
- Work cooperatively and effectively with faculty and staff.
- Interpret and enforce rules and regulations according to varying situations.
- Write complete and concise reports.
- Handle a variety of tasks and set priorities among them for timely completion.
- Perform well under pressure.
- Resolve matters with discretion and diplomacy.
- Exercise discretion in the dissemination of information.

EQUIPMENT USED

- Two-way Radios
- Computer
- Body Camera

Supervisory Responsibilities:

None.

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Exposure daily to possible adverse weather elements for extended periods of time. Must be able to push, pull, lift, and/or carry at least 40 lbs.
Maintain emotional control under stress.
May be subjected to hazardous conditions.
Ability to endure continuous walking and standing.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Received by: _____ Date: _____