

## Job Description



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| <b>Job Title</b>               | <b>School Safety Officer</b>   |
| <b>Position Summary</b>        | With the aim of assuring a safe and secure school, whereby all school community stakeholders feel and contribute to the safety of the school, the School Safety Officer plays a pivotal role in this goal. A highlight of responsibilities includes: Work collaboratively as a part of a School Safety team and with school administration. Patrol and secure school floors and be present at end of day dismissal outside. Monitor lunchroom during student lunch periods. Respond to emergencies. Maintain order during conflicts and Incidents. Work with students on peaceful resolution of conflicts. |
| <b>Qualifications</b>          | High School Diploma; 3-5 years of experience in security field; Prior experience working in a school environment preferred. CPR / First Aide / AED Certification; SRO Basic Certification. Restorative practices/justice training a plus.  |
| <b>Essential Job Functions</b> | See below.   |
| <b>Reports to</b>              | CEO/School Safety Manager  |
| <b>Salary Range</b>            | \$32,000 to \$36,000 plus comprehensive health benefits and 401(k) plan  |

### Essential Functions:

1. Duties include but are not limited to:
  - a. Work collaboratively as a part of a School Safety team and with school administration.
  - b. Patrol and secure school floors and be present at end of day dismissal outside.
  - c. Monitor lunchroom during student lunch periods.
  - d. Respond to emergencies.
  - e. Maintain order during conflicts and Incidents.
  - f. Work with students on peaceful resolution of conflicts.
  - g. Assist with student and locker searches.
  - h. Witness testing of potential drugs to protect due process rights.
  - i. Assist during fire drills.
  - j. Procure students as needed for administration, counseling staff, teachers and parents.
  - k. Examine, process and permit visitor access to school building
2. Security Process and Procedures
  - a. Monitor security camera system utilizing DVR as needed for investigations.
  - b. Complete reports by recording observations, information and occurrences when necessary for disciplinary actions regarding students.
  - c. Assist in investigations into possible violation of school policy.
  - d. Assist in securing evidence collected during investigations.
3. Collaboration
  - a. Work closely with school administration to proactively and responsively maintain a safe and secure school environment.
  - b. Active member of the School Safety Committee.
  - c. Participate on the Wellness Committee.

### Skills and Qualifications:

A high school diploma or its equivalent and 3-5 years of experience in the Security field or a similar role. Outstanding observation and reporting skills. Must have good communication and public relation skills. Trust worthy with the ability to keep any information or incident involving the school or a student confidential. Prior Restorative Practices/Justice training a plus. CPR / First Aide / AED Certification and SRO Basic Certification are required in the role.