

STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: School Security Officer

Classification: Security

Reports to: Building Principal

PURPOSE STATEMENT

The purpose of this position is to support and assist school administrators and the school resource officer in providing a safe and secure environment for students and staff and help maintain an orderly school campus. This individual will assist with issues that are of potential threat to the integrity of the learning environment or to the safety of any campus activity either during or after school hours. Work may extend to nights or weekends.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Provide campus-wide security in and around the school facility including walking patrol of buildings, parking lots, and other activity areas.
- Respond to requests for classroom intervention as needed.
- Provide escort for students between classes and off campus or to bus who have a “no contact” requirements with other students.
- Engage in constant “visual screening” to ensure that suspended, expelled, and non-enrolled students are not on campus.
- Intervene if students threaten, or are involved in, physically assaultive behavior; escort participants to office; arrange for intervention; complete necessary documentation.
- Investigate malicious mischief on school property including vehicles in student and staff parking areas.
- Investigate thefts; interview suspects and witnesses; document as required.
- Coordinate with local law enforcement agencies to report incidents, provide background information, including the follow-up and apprehension of alleged suspects.
- Assist administrators and other staff with student interviews (probable cause) related to misbehavior or illegal actions of various degrees of severity. Often involves follow-up on after-hours events.
- Check students for possible alcohol consumption, drug use, etc as directed by school administration.
- Issue traffic infractions on vehicles when unlawful parking occurs.

OTHER FUNCTIONS

- As requested, provide information to faculty regarding possible action/solutions to student issues.
- Transport students to his/her personal residence when continued presence on campus poses a threat to other students, or when students are ill and parents are unavailable.
- Respond to areas within the city limits when called to assist in students' behavior off campus during school hours.
- Patrol within 1,000 feet of school perimeter for truant students.
- Operate video surveillance system.
- Perform other duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

Skills in de-escalating angry and potentially violent individuals are required for this position. Skills in physical restraint or willingness to be trained in containment strategies and physical restraint are required. Investigative skills, the ability to conduct an interview, and accurately document findings is essential. Legible handwriting and the ability to communicate information in both a written and verbal format is required.

Knowledge of legal, ethical and appropriate investigative techniques and evidence collection is necessary. Knowledge regarding the use of a digital camera is required. Additionally, knowledge of basic computer use is required. The successful employee will be able to effectively a variety of software applications including but not limited to MS Word, Excel, database applications.

Ability to work with a variety of people without prejudice or pre-judgment is critical. A successful employee will demonstrate the ability to interact appropriately and provide a positive role mode for students. The ability to think clearly in high stress situations is necessary. Additionally, the ability to operate a video surveillance system or a willingness to learn said system is highly desirable.

Working Environment

Some lifting, carrying, kneeling and stooping, and fine motor skills are required. Generally, the job requires 20% sitting, 50% walking, and 30% standing. There is a potential that physical intervention strategies may be necessary. The job is performed both indoors and outdoors under wide temperature variations. There is some potential exposure to bodily fluids.

Experience Experience and/or training in law enforcement or security is required

Education High School Diploma or equivalent.
De-escalation/Physical Restraint Training preferred

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance.

- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

Required Testing

None

Certificates

- Valid Washington State driver's license required with no legal or adverse restrictions.
- Ability to pass clearance to transport students as needed.

Continuing Ed./Training

Valid First Aid, CPR, AED Training

Clearances

Fingerprint/Background Clearance

FLSA Status:

Non Exempt

Approved:

Salary Range: Based on Schedule A Security

Classification History:

Job Description Developed: 5/01

Revised: 8/08

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.