**Job Description**

**CLASSIFICATION:** Classified

**TITLE:** School Security Specialist

**REPORTS TO:**  Safety/Risk Manager

**POSITION SUMMARY:**

This position patrols assigned school premises to protect property, staff and students, and assists the principal in maintaining a positive school environment.

**Preferred Education and Experience**

* Associate of Arts degree or two years of college.
* Three years of increasingly responsible experience in security work with public agencies, youth and/or impaired adults or a closely related field.
* Right Response training required

**Special Requirements**

* Valid First Aid/CPR card
* Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance
* I-9 employment eligibility in compliance with the Immigrations Reform and Control Act
* HIV/HBV training (obtain within 60 days of hire date – District provided)
* Human Resources new hire training (obtain within 60 days of hire date – District provided)
* Meet all state training requirements

**Knowledge, Skills and Abilities**

* General knowledge of District policy, procedure, state law, and juvenile codes related to elementary, middle and high school students and public school facilities.
* Proficient with the use of technology in the area of computer and cell phones.
* Possess valid first aid and CPR card
* Knowledge of Emergency Management and Rapid Responder
* Knowledge of security and fire alarm systems
* Ability to communicate effectively, verbally, and writing
* Knowledge of relevant social service and law enforcement agencies
* Ability to work with disruptive students using district approved de-escalation methods
* Ability to make appropriate referrals to school support services staff
* Ability to respond calmly in dangerous or potential crisis situations
* Ability to operate communication equipment including telephones, cell phones, portable radios and small base radio stations
* Ability to maintain confidentiality of information and actions relating to students, their parents and employees of the school district
* Ability to participate in and successfully complete required training programs
* Ability to establish and maintain effective working relationships with a variety of people and agencies
* Skill in obtaining, clarifying, and exchanging information, to include the maintenance of records
* Ability to use a computer with demonstrated skill in using current software programs for word processing, data entry, and preparation of reports
* Ability to use and monitor surveillance equipment

**POSITION RESPONSIBILITIES**

Depending upon individual assignment, all or a combination of several of the following duties shall be performed:

* Provide security supervision at school facilities or functions as directed.
* Assist in contacting the parents or guardians of individuals who violate laws, ordinances, and/or board policies on school property or at school activities/events.
* Provide assistance to law enforcement officers and other public service agency representatives in conducting investigations; testify in courts of law when appropriate.
* Establish and maintain effective liaison with appropriate law enforcement and fire protection agencies.
* Maintain knowledge on school policies and procedures.
* Provide visible supervision and monitoring of building and parking lot premises; assist in monitoring hallways, grounds and other assigned school and adjacent areas.
* Respond to emergencies and other security concerns; reports and detains unauthorized persons in accordance with established District/school procedures.
* Assist and advise staff and students in proper safety procedures, including classroom presentations (e.g., methods to prevent personal and classroom theft).
* Maintain a positive liaison with students, parents, District staff and youth serving agencies including local law enforcement; promote prescribed standards of conduct and behavior; meet periodically with community residents and businesses to discuss school-related safety concerns.
* Gather data on student misdemeanors and other unlawful activity and incidents pertinent to the school district committed on school district property and prepares related documentation; refer cases to appropriate authorities as directed.
* Perform locker/student/vehicle searches for weapons/drugs/contraband; investigate minor thefts, vandalism, drug-related incidents, and other disturbances with appropriate training.
* Enforce and report violations of district tobacco-free policies; assist in the enforcement of District drug and alcohol policies.
* Keep detailed records of investigations, enforcement activity, budget and other records with information pertinent to the security mission; prepare/submit reports as needed; fill out trespass notices.
* Keep informed of current security techniques.
* Comply with district safety rules and regulations.
* Assist in all emergency situations according to district emergency preparedness plan.
* Attend building staff meetings and various school-related events; discusses problems and makes recommendations; participate in student conferences as directed.
* Attend authorized training sessions.
* Perform related duties as assigned.
* Adhere to federal and state laws and district regulations, policies, procedures and practices
* Mandatory reporter for incidents of child abuse, harassment, intimidation, bullying, boundary invasions, fights, substance abuse etc.
* Abide by employment provisions provided for in the collective bargaining agreement
* Observe strict confidentiality regarding student information
* Maintain regular punctual attendance.

**EMPLOYMENT CONDITIONS**

The work environment characteristics described are representative of those an employee may encounter while performing the essential functions of this job.

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

The hours of work may vary to include after school, evening, and off-campus school activities such as sporting events, field trips, school-sponsored social activities, and transportation of school personnel, parents, and students. School Security Specialists are required to attend school district sponsored training relevant to the position. In addition, the School Security Specialist will be required to:

* Work outdoors in inclement weather for long periods of time
* Deal with a wide range of behaviors which may include angry or distraught students, parents, and/or community members
* Deal with a wide range of conditions which may require some lifting and/or restraint, and standing for long periods of time
* Provide for the physical restraint of students in violent or disruptive situations
* Use of a personal computer for extended periods of time
* Use of a telephone and other office equipment
* Ability to perceive the nature of sound; near/far visual acuity, depth perception
* Ability to communicate orally; manual dexterity to operate office machines, gross and fine motor skills
* Exert 10 to 20 pounds of force on a frequent basis
* Ability to lift, carry, push, pull or otherwise move objects
* Sit for extended periods of time, walk, stand
* Attend off site trainings and workshops as deemed necessary
* Work is conducted in a shared, open, office environment with consideration toward equipment noise, confidentiality, voice volume
* The job is performed with the majority of time spent indoors and under minimal temperature variations; a portion of the day may be time spent outdoors and is subject to a variety of changing weather conditions and potentially uneven/slippery surfaces.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EMPLOYMENT CONDITIONS:**

This position is that of classified staff and is represented by the Public School Employees collective bargaining unit. The position will work a schedule of 180 days with a flexible calendar. Additional time may be available for training and possible supervision of events outside the work day. Salary and benefits as determined by the current collective bargaining agreement. Placement on the schedule is determined by training and experience.

**EVALUATION PROCEDURES:**

The School Security Specialist shall be evaluated by the Safety/Risk Manager according to currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee’s performance of the above position responsibilities.

Updated: June 2021