

ROSELAND SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: **SCHOOL SECURITY OFFICER**

QUALIFICATIONS:

1. High School diploma or GED required.
2. Basic First Aid and CPR certified
3. Private security or public police experience preferred
3. Demonstrate knowledge of security procedures
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal

JOB GOAL: To maintain the security and safety of student body, faculty and staff.

PERFORMANCE RESPONSIBILITIES:

1. Provide a safe secure environment for students, staff and guests on campus.
2. Establish and maintain good rapport with students, staff and community members.
3. Help to create and maintain a working relationship with the local police and fire and rescue departments.
4. Assist in development and implementation of action plans to provide safe environment and immediate response to imminent threats of violence, criminal incidents, emergency medical incidents, auto accidents and others.
5. Regulate students' behavior in hallways, cafeteria, and restrooms, drop off and pick up areas, parking lot and other open areas.
6. Assist during emergency drills and work closely with administrators to facilitate safe and efficient drills.
7. Assist visitors with directions and secure proper identification.
8. Observe and report violations of safety and health codes.

Job Description

School Security Officer

PERFORMANCE RESPONSIBILITIES:

9. Demonstrate problem solving and responsible decision making skills.
10. Monitor security surveillance equipment to protect facilities and assets.
11. Supervise Parent Pickup at dismissal in coordination with the bus dismissal process as well as with the YMCA Aftercare Program and any HAS sponsored activity.
12. Provide support to the School Nurse
13. Assist during parent visitation programs which include the Halloween Parade, National Education Week, Science Fair, Wax Museum, Ancient Artifacts and other similar activities.
14. Perform other tasks as may be deemed appropriate by the principal and/or Superintendent.

TERMS OF EMPLOYMENT:

This is a ten (10) month position with compensation being determined in accordance with the appropriate negotiated agreement.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation.

APPROVED: March 26, 2015
REVISED: December 8, 2016