JOB DESCRIPTION

Security Officer – Longview High School

JOB TITLE: Security Officer

WAGE/HOUR STATUS: Non-Exempt

REPORTS TO: Principal

TERMS: 187 Days

DEPARTMENT: Longview High School

PAY GRADE: Para/Clerical 2

PRIMARY PURPOSE:

Under general supervision, provide security and protection for students and vehicles in student parking lot

QUALIFICATIONS:

Education/Certification:

High School diploma or GED

Special Knowledge/Skills:

- Ability to record information
- Ability to follow verbal and written instructions
- Ability to work effectively with high school students
- Ability to communicate effectively (verbally)

Experience:

MAJOR RESPONSIBILITIES AND DUTIES:

Security and Parking

1. Greet, direct, and advise visitors to our campus

2. Patrol assigned routes and grounds watching for unauthorized persons, fire, hazardous situations, and suspicious circumstances

3. Monitor all student parking lots checking for parking stickers and unauthorized vehicles

4. Investigate and respond to calls from administrators concerning on-campus security problems
MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Security and Parking (continued)

5. Notify the administration of any situation requiring immediate or prompt attention

6. Secure all gates at the beginning of each day

7. Control and monitor traffic to and from the school campus

Reports, Correspondence

8. Prepare offense, incident report, summary reports, and ensure thoroughness of information

9. Responsible for handing sign in/out sheet to staff

Student Management

10. Be available for student, parent, and teacher conferences

11. Collect passes from all students who are leaving campus

Other

12. Comply with district policies, as well as state and federal laws and regulations

13. Adhere to the district’s safety policies and procedures

14. Maintain confidentiality in the conduct of district business

15. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)

16. Demonstrate regular and prompt attendance

17. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

EQUIPMENT USED:
JOB DESCRIPTION
SECURITY OFFICER – LONGVIEW HIGH SCHOOL

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Approved by: ____________________________  Date: __________________________
Reviewed by: ____________________________  Date: __________________________

ESTABLISHED/REVISED: May, 2017