

## Union Public Schools Job Description

**Position Title:** Security Officer  
**Department:** Support Services  
**Reports To:** Director of Security

**FLSA Designation:** Non-exempt

**SUMMARY:** Provides security services to the District's schools and school grounds. Establishes and maintains a close partnership with school administrators and School Resource Officers (SRO) in order to provide a safe school environment. Assists school officials with their efforts to enforce the Board of Education policies and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Adheres to and follows the District's policies and regulations.
- Works closely with the Director of Security, Security Coordinator, and District Administrators to develop and implement a site safety and security plan.
- Patrols District buildings and grounds to prevent fire, theft, vandalism, and inappropriate and illegal activity.
- Conducts patrol inspections of building entrances and exits to determine building security.
- Patrols school grounds to detect unauthorized persons or vehicles, checks cars for parking authorization, determines if vehicles are parked improperly or in restricted areas and issue citations when appropriate.
- Works to prevent crime and disorder through close contact, and positive interactions and relationships with students.
- Implements District emergency action procedures when appropriate.
- Prepares written reports as instructed by the Director of Security.
- Attends and completes assigned in-service training programs.
- Attends, monitors and patrols during school activity events to ensure safety, security, and orderly conduct of everyone.
- Works with administrators, teachers, counselors, SRO's, and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary.
- Assists in conflict resolution efforts and peacekeeping services to the schools.
- Provides guidance and supervision during on site searches to ensure the safety of staff and students.
- Assists school administrators by providing a smooth flow of traffic entering and exiting school property.
- Communicates effectively.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by the supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are*

*representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED) required. Bachelor's degree preferred. Law enforcement experience preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** State Certified Law Enforcement Officer (CLEET Certification) or Certified Armed Security Officer (CLEET Standards) preferred, and an Oklahoma driver's license is required.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, emergency instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding and carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly, concisely and effectively, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies. Ability to handle the stress of a security position.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is continuously required to walk, stand, talk or hear. The employee is occasionally required to bend, stoop, reach, twist and grip. The employee is occasionally required to react effectively to emergency situations. The employee is occasionally required to lift, carry, or push heavy objects including vehicles, and physically restrain offenders. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate to loud, although it can vary depending on the daily activity.