

JOB DESCRIPTION
LEAD SCHOOL SECURITY OFFICER

POSITION TITLE: Lead School Security Officer

DEPARTMENT: Central Office

REPORTS TO: Superintendent of Schools

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POSITION SUMMARY AND PURPOSE:

The Lead School Security Officer (“LSSO”) supervises the district School Security Officers (“SSOs”) by providing supervision and guidance with respect to school security and weapons issues; and also supports the school administration and staff in promoting a safe and positive school environment. If assigned to a specific school building, the LSSO acts as a SSO in accordance with the applicable job description for SSOs.

In addition to satisfying all requirements for hiring and performance of the SSO position for the Board, the LSSO must satisfy the additional criteria set forth in this job description.

SUPERVISION:

Under the general supervision of the Superintendent of Schools, the LSSO uses initiative to develop, implement and propose revisions to district policies and programs related to school district security functions, including supervision of the SSOs with respect to same. The LSSO shall report directly to the Superintendent of Schools with respect to the performance of his/her duties as specified herein. If assigned to a school building, the LSSO will be supervised by, and report to, the building principal in accordance with the applicable job description for SSOs.

SUPERVISORY RESPONSIBILITY:

The LSSO supervises and evaluates the SSOs on the performance of those aspects of their job duties related to security.

MINIMUM QUALIFICATIONS:

- Must have excellent integrity and demonstrate good moral character and initiative;
- Must have at least fifteen years prior experience as a sworn law enforcement officer with an organized local police department or the Division of State Police within the Department of Emergency Services and Public Protection, and provide positive references from each prior employer served in a law enforcement capacity; including prior experience in a leadership capacity in a law enforcement role;
- Must have been certified by the Police Officer Standards and Training Council while serving as a sworn law enforcement officer, and must have retired or separated in good standing from an organized local police department or the Division of State Police as required by P.A. 13-188;
- Must not have been officially found to be unqualified for reasons relating to mental health by a qualified medical professional while serving as a sworn law enforcement officer or separating from service as a sworn law enforcement officer;
- If the candidate has prior service with the military, the candidate must have received an honorable discharge;
- Must hold and maintain a valid driver's license with no significant traffic infractions;
- Must keep all security certification and training requirements current, including but not limited to, permits, certifications and/or licenses to carry and use firearms or other weapons, on school property;
- Must successfully complete annual training pursuant to the Police Officer Standards and Training Council requirements and must successfully complete an annual firearms training provided by a certified firearms instructor that meets or exceeds the standards of the Police Officer Standards and Training Council and any other training required by law or Board policy;
- Must participate in and pass a full background investigation which may be required by the Board or by state or federal law;
- An individual must be able to perform each essential function satisfactorily with or without reasonable accommodations. The requirements below are representative of the knowledge, skill and ability required.
- Must meet all requirements for an armed school security guard pursuant to Connecticut law, as amended from time to time, and must meet all requirements of a qualified retired law enforcement officer pursuant to 18 U.S.C. 926C, as amended from time to time.

KNOWLEDGE, SKILLS, ABILITIES & EQUIPMENT:

In addition to the knowledge, skills and abilities of the SSO job description, the following knowledge, skills and abilities are required for the LSSO position.

Knowledge: Comprehensive knowledge of the principles and practices of armed security work within a school setting; including applicable legal standards for all functions of the SSO and LSSO positions, including but not limited to training requirements for SSOs, weapons maintenance, discharge and storage, use of force; knowledge of the organization and management of a school district security operations.

Abilities: Ability to be self-motivated, work independently, think creatively, and to interact well with school staff, municipal officials, parents and elected education officials. Ability to establish and maintain effective working relationships. Ability to establish priorities and complete objectives. Ability to give precise and concise written and oral instructions. Ability to apply state and federal laws, applicable ordinances, Board policies, procedures, rules and regulations to determine necessary action. Ability to review, interpret and disseminate technical security information.

Skills: Excellent interpersonal skills; excellent oral and written communication skills; excellent organization skills.

Equipment: Must lawfully possess a fully functional firearm of a make and model as may be specified by the Board.

PHYSICAL AND MENTAL DEMANDS OF POSITION:

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.

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching, and crawling. Frequent sitting, standing, running, and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain. Additional physical requirements may include, frequent lifting and/or moving up to 20 pounds and occasional lifting and/or moving up to 50 pounds. Hand-eye coordination is necessary to use a firearm. Specific vision abilities required by this job include close vision, color vision, depth perception, far vision and the ability to adjust focus. Required to utilize rapid and effective judgment in responding to unusual or emergency situations using appropriate escalation of force level.

ESSENTIAL DUTIES AND FUNCTIONS: Subject to the provisions of any applicable federal and/or Connecticut law, the essential duties and functions of Lead School Security Officer shall be as follows:

- In accordance with state and federal law, and under the general supervision of the Superintendent of Schools, plans, initiates, coordinates and reviews programs for school security in the North Branford Public Schools; prepares reports on these matters and presents findings to the Superintendent and/or Board of Education for consideration and action.
- Remains current with respect to knowledge of changes in the state and federal laws with respect to school security functions performed by SSOs and the LSSO, including changes with respect to possession and use of firearms on school property.
- Advises the Superintendent as to the hiring, promotion, assignment and retention of School Security Officers.
- Attends Board of Education meetings as requested by the Superintendent of Schools to help plan and contribute ideas for security and safety issues confronting the North Branford Public Schools.
- Performs all SSOs functions as described in the applicable job description.
- Coordinates SSO schedules and arranges for substitute coverage for buildings and programs as directed by the Superintendent of Schools.
- Coordinates training pertaining to the SSO program in accordance with state and federal law.
- Evaluates the performance of SSOs with respect to their security functions.
- Designates an appropriately trained SSO to act as deputy LSSO in the event of the absence of the LSSO.
- Performs other duties as assigned by the Superintendent of Schools and/or the Board of Education.

This list is not meant to be exhaustive. The Administration reserves the right to assign other duties to this position.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts, in high places, and in outside weather conditions, and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

GENERAL GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

NON-DISCRIMINATION:

The Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, ancestry, disability (including pregnancy), genetic information, or gender identity or expression, or any other state or federally protected classification, except in the case of a bona fide occupational qualification. See Board Policies #2210 and #2220.