

West Orange-Cove CISD			
JOB TITLE:	School Safety Officer	PAY GRADE:	Para 5
REPORTS TO:	Police Chief		
DEPT./SCHOOL:	Assigned Campus(es)	SERVICE DAYS:	180
FSLA:	Exempt		

PRIMARY PURPOSE:

Under general supervision, provide security and protection for students, staff and visitors and prevent property loss due to theft or vandalism.

QUALIFICATIONS:

EDUCATION / CERTIFICATION:

High school diploma or GED
Clear and valid Texas driver's license

SPECIAL KNOWLEDGE/SKILLS:

Ability to clearly and accurately record information
Ability to follow verbal and written instructions
Ability to work effectively with youth and adults
Ability to communicate effectively

EXPERIENCE:

None

MAJOR RESPONSIBILITIES AND DUTIES:

Student Management

1. Monitor student behavior and enforce school rules related to student conduct, vehicle operation, and parking.
2. Patrol assigned campus(es).
3. Resolve conflict or confrontation between students and report disturbances to principal or assistant principal.
4. Control traffic and parking on campus grounds during school hours and at after-hours events.

Security and Parking

5. Work cooperatively with office personnel to inform students of problems with vehicles (i.e., improperly parked, lights on, etc.).
6. Assist law enforcement personnel as needed.
7. Give directions or act as a guide to authorized visitors.
8. Notify police chief, fire department, or other appropriate authority of any situation requiring immediate attention.
9. Follow district safety protocols and emergency procedures.
10. Demonstrate thoroughness, reliability, and a high degree of accuracy in performing work assignments.
11. Work cooperatively with others and maintain a positive attitude in the work environment.
12. Demonstrate initiative and good judgement in problem- solving and decision-making.

School Safety Officer

13. Report to work on time, always reliable for regular and overtime work, and absent only with good cause.
14. Keep informed of and comply with district and state policies, rules, and regulations.
15. Accept supervisory direction and strive to improve job skills.
16. Demonstrate tact, courtesy, and helpfulness in dealing with staff, students and visitor.
17. Demonstrate professional standards in appearance and personal conduct.
18. Recognize needs of job and suggest ways to improve efficiency and productivity.
19. Maintain proper safety and security precautions to prevent unnecessary or unreasonable risk to injury to self or others.

REQUIRED TRAINING:

Crisis Prevention Institution training (CPI) at first offering upon employment

SUPERVISORY RESPONSIBILITIES:

None

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

TOOLS/EQUIPMENT USED: District vehicle (if/when needed), two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals

POSTURE: Prolonged walking and standing

MOTION: Strenuous walking and climbing stairs; occasional keyboarding and use of mouse, occasional driving if/when needed

LIFTING: Moderate lifting and carrying (15–44 pounds)

ENVIRONMENT: Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather), moderate exposure to noise, and vehicle exhaust; frequent districtwide travel.

OTHER: Specific hearing and visual requirements; may be subject to adverse and hazardous working conditions including violent and armed confrontations; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously.

MENTAL DEMANDS: Maintain emotional control under stress.

This document describes the general purpose and responsibilities of this position and is not an exhaustive list of all responsibilities, duties, and skills that may be required.

School Safety Officer

Signature

Date