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## BOARD AGENDA ITEM

Information/Discussion   
Future Action   
Action

Item: Hiring of New School Security Officer (SSO)

Date: 8 September 2023

Submitted by: Sean Burns

Board Meeting Date: 18 September 2023

Recommended by: Kevin Philipps *KP*

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### RECOMMENDATION:

It is recommended that the Board approve the hiring of a new School Security Officer (SSO) who will be primarily positioned at the Wyoming Adult Education/Empower U South building.

### BACKGROUND:

In the fall of 2021, the Kent ISD hired internal School Security Officers (SSOs) to replace contracted security. This change came about because the contracted security firm frequently changed out their personnel. The recurrent changing of security personnel led to KCTC administration constantly having to re-train the new security contractors. Additionally, because of the frequent turnover, the contractors were not able to develop the personal relationships with students and staff that are the hallmark of a successful security programs. In keeping with guidance from the 2018 Governor's Task Force on School Safety (specifically Recommendation 18), Kent ISD hired six (6) SSOs. These SSOs form the second tier of school safety and security personnel, filling the gap between School Resource Officers (Tier One) and School Staff (Tier Three). These SSOs are currently assigned to the Secondary Campus and to KEC-Oakleigh. The need has arisen for an eighth SSO to serve as the safety/security element for the Wyoming Adult Ed/Empower U South building. Additionally, because of the closeness of the Pine Grove Learning Center, this SSO will be able to provide support to the PGLC team with safety/security matters. This new SSO position will be funded through the Adult Education grant and the center programs fund.

<b>Title:</b>	School Security Officer (SSO)
<b>Classification:</b>	Classified Grade II
<b>Reports To and Evaluated By:</b>	Director of Safety & Security
<b>Terms of Employment:</b>	200 day position
<b>Supervises:</b>	None

### **Broad Statement of Responsibilities**

We seek community-minded, team-oriented people, who have experience working with diverse communities and colleagues. We expect our employees to help develop and foster an inclusive and welcoming educational climate that allows students and staff to flourish. Applicants must be self-motivated, enthusiastic, and demonstrate good judgment.

### **Experience, Education, Certifications and Trainings**

*Our ideal candidate will have:*

- A minimum of five years of experience serving in a similar role, such as public safety agency or other governmental organization;
- A minimum of five years of experience coordinating safety work with external agencies to include, but not limited to, law enforcement and first responders. Outside security agencies, and community partners;
- Previous experience serving as a team member tasked with conducting inspections of multiple locations while not under direct supervision;
- Previous experience serving as a team member tasked with conducting and coordinating investigations;
- Associates Degree or higher educational level in a relevant field to include criminal justice, security, corrections, or public safety;
- Strong verbal, writing, and interpersonal skills;
- Sufficient physical agility to perform assigned duties;
- CPR/First Aid/AED certifications preferred.

### **Knowledge, Skills and Abilities**

*Our ideal candidate will be able to demonstrate:*

- A working knowledge of the mission and function of Kent Intermediate School District;
- An ability to work within a diverse education population and environment;
- A knowledge of Kent ISD policies and procedures, and of Kent ISD security and safety procedures;
- The ability to remain calm in pressure situations;
- A knowledge of state and local criminal laws, search and seizure procedures, and the legal process;

- The ability to physically control and detain suspects;
- An ability to foster effective internal and external working relationship with individuals and organizations that reflected the diverseness of our community;
- An understanding of the National Incident Management System (NIMS), the Incident Command Structure (ICS), and the Unified Incident Command (UIC) model;
- A working understanding of the structure, functions, and interrelationships of local, state, and federal emergency response agencies (e.g. local and state police, federal law enforcement, fire and emergency medical services, FEMA, Emergency Management, etc.);
- A knowledge and proficiency in the use of Microsoft Office products (Word, Excel, Power Point, etc.) or a comparable platform;
- Excellent communication (verbal and written) and consensus-building skills;
- A valid driver's license; and
- The ability to pass a criminal background check that will include a fingerprint examination.

### **Key Duties and Responsibilities**

*Essential duties include:*

- Patrolling all areas of Kent ISD properties, both indoors and outside (i.e., hallways, parking lots, restrooms, locker rooms, cafeteria, etc.) to prevent vandalism, theft, rules and/or law violations, loitering or any other suspicious activity.
- Conduct polite challenges of all persons entering Kent ISD properties, directing those with authorized entry to their destination and removing unauthorized persons.
- Identification of those persons responsible for violations of Kent ISD rules, and regulations or local laws.
- Obtaining a familiarity with the facility, administration, staff and students at Kent ISD properties.
- As necessary, provide after-hours security at Kent ISD events to include conferences, open houses, and other school-related functions as authorized and directed.
- Conduct and document all investigations of safety/security-related incidents
- Serve as a liaison for law enforcement officials during the time those officials are on Kent ISD property.
- Maintain an awareness of radio traffic and the ability to utilize proper radio procedures.
- Participation in training programs.
- Be available on an on-call status during the summer and school holidays to investigate after-hours alarm occurrences at Kent ISD properties.
- Other duties as assigned by the Kent ISD Safety/Security Coordinator.

**Building-Level Co-leadership**

*Successful candidates will:*

- Work in concert with building leadership to support and enhance building-level safety and security efforts including, both Kent ISD initiated and building-initiated efforts;
- Monitor staff readiness to respond and recover from safety and security incidents / events; and
- Work with building leadership to sustain or improve these capabilities.

*The above is intended to describe the general content of and the requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*