

LAFAYETTE SCHOOL CORPORATION
Security

POSITION TITLE: Staff Security Officer

PRIMARY FUNCTION:

Staff Security Officers assist the building administration with the overall safety and security of the campus.

REPORTS TO:

The Staff Security Officer reports directly to the building administrator or their designee.

QUALIFICATIONS:

- Retired from an accredited law enforcement agency
- Handgun Qualified through a certified law enforcement agency

SKILLS & ABILITIES:

- Ability to navigate large school buildings in a timely manner
- Ability to effectively communicate with students, families and staff
- Ability to apply a school focused approach to security
- Possess a growth mindset

PERFORMANCE RESPONSIBILITIES:

Typical duties assigned to Staff Security Officers may include, but are not limited to the following:

- Ability to develop and maintain positive working relationships with students, staff, guests, and the Lafayette community to create a safe learning environment
- Capability to work independently with minimal supervision, demonstrate leadership and supervisory skills, and be able to work in a team environment
- Conduct general security inspections of school environment using camera surveillance, patrol by foot, and securing doors to deter criminal and delinquent activities
- Ability to assess and deal with difficult situations and utilize appropriate restraints if necessary
- Investigate any suspicious or criminal activity, and document incidents via email or verbal report to appropriate personnel
- Assist in supervision of students during arrival, lunch periods, passing periods, class time, and dismissal to ensure school safety
- Respond to calls for assistance to escort students, parents, and visitors in the building when requested in a prompt and professional fashion
- Prevent unauthorized access to the school property
- Collaborate with school administrators to assist with emergency drills and maintain a safe environment
- Comply with all Lafayette School Corporation Schools policies, procedures, and guidelines
- Interact with other law enforcement personnel
- Be a visible and engaged presence in Jefferson High School
- Maintain regular and punctual attendance

- Other duties as assigned
- Substitute at other sites as needed with little prior notice.