

TITLE: DISTRICT SECURITY SUPERVISOR

QUALIFICATIONS:

- A. Minimum High School Diplomas, Security Training and/or Associates Degree in Criminal Justice Preferred.
- B. Demonstrate aptitude for successful completion of the task assigned.
- C. Private security or public police experience preferred including knowledge of school and local laws (including search and seizure).
- D. Hold Valid driver's license.
- E. Ability to Lift and carry up to 50 pounds.
- F. Prior to employment all personnel must have a physical examination (including a drug screening) and criminal background check.

REPORTS TO: Superintendent or Designee

JOB GOALS:

To maintain the security and safety of student body, faculty and staff. Patrol campus and maintain security of buildings and grounds.

PERFORMANCE RESPONSIBILITIES:

- a. Provides a safe secure environment for students, staff and guests on campus.
- b. Establish and maintains good rapport with students, staff and community members.
- c. Creates and maintain a working relationship with the local police and fire and rescue department.
- d. Assists in development and implementation of action plans to provide safe environment and immediate response to imminent threats of violence, criminal incidents, emergency medical incidents, and others.
- e. Regulates student's behavior on campus, in cafeterias, restrooms, and other open areas.
- f. Assists in controlling classroom disturbances or acts of defiance. Request assistance from school administration and/or police when necessary.
- g. Detains students suspected of narcotics, tobacco, or alcoholic infractions for processing by administration.
- h. Investigates, review, and report to school administration and local, state and federal law enforcement agencies, as appropriate, on accidents, incidents and violations of law.
- i. Patrols and confront unauthorized persons for questioning and checking for passes and identification cards as needed.
- j. Follows district policies and administrative rules and regulations.

- k. Maintains proper paperwork/reports to ensure all complaints filed with law enforcement have been signed off by the principal or their designated representative.
- l. Ensures doors are locked and opened at designated time determined by principal.
- m. Supervises current Safety Assistants and ensure that they have proper training.
- n. Patrols assigned school activities.
- o. Demonstrates problem solving and responsible decision-making skills.
- p. Performs other tasks as may be deemed appropriate by the principal and/or Superintendent.

TERMS OF EMPLOYMENT:

11 months

EVALUATION:

Evaluated by the Superintendent or Designee.