

DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

Job Title: Security Specialist

Job Family:

Department: Safety and Security

Typical Work Year: 9-12 months depending upon assignment

Pay Grade: Support Staff, Range 8

FLSA Status: Non-exempt

Prepared Date: May 13, 2016

SUMMARY: Responsible for providing for a safe and secure school environment, fostering an optimal learning environment and acting as a deterrent to unsafe or poor behavior by patrolling the campus, monitoring student behavior, enforcing school and District policies, intervening in physical encounters, monitoring security cameras, monitoring visitors, reporting unsafe or unhealthy conditions and assisting administrators and/or public officials with emergency or investigative situations. Position may require varying work hours and days including evenings and weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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|---------|-----|--|
| D | 45% | Maintain the safety and security of the students and campus before and after school, foster an optimal learning environment and act as a deterrent to unsafe or poor behavior by providing high visibility throughout the school; walking and surveying hallways, common areas, grounds and parking lots; monitoring group dynamics in order to identify potential fights and gang or hazardous activities; intervening in verbal and physical encounters among the students; diffusing hostile situations; and enforcing safe school policies regarding weapons, tobacco, illegal substances, traffic rules, dress code, etc. Discuss/mediate infractions with students, provide written accounts of unacceptable behavior/incidents to administrators and assist with assignment of disciplinary measures as necessary. Report unsafe conditions and potential health and safety hazards to administrators and/or maintenance. |
| D | 15% | Monitor students during the lunch hour inside and outside of the building. |
| D | 15% | Investigate to identify students engaging in inappropriate behaviors when required. May include talking to and questioning students regarding attendance and/or discipline matters to include written reports, reporting discipline incidents. |
| D | 5% | Direct traffic entering and leaving parking lot, monitor curbside parking to assure safe and convenient parking for buses, and/or assist students locked out of cars. |
| D | 2% | Attend and participate in security meetings and trainings. |
| D | 5% | Retrieve students from class at the request of administration and escort to specified location. |
| D | 3% | Assist visitors and check for visitor passes. Request identification of non-students, provide directions, and/or escort off campus if necessary. |
| W | 5% | May provide security at sporting events and extracurricular activities outside of school hours including evenings and weekends. |
| M | 3% | Assist administrators, staff, students, and building visitors during drills and crisis situations (drills, evacuations, lockdowns, lockouts, weapons control, bomb threats.) Attend and participate in security/safety meetings. |
| W | 2% | Communicate with local police regarding student and/or property matters. |
| Ongoing | 1% | Perform other duties as assigned. |

EDUCATION AND TRAINING: High school diploma or equivalent. Associate degree or equivalency in criminal justice or related field preferred.

EXPERIENCE: 1 year experience preferred in directing and/or supervising individuals, preferably youth. Must be 21 years of age or older.

CERTIFICATES, LICENSES, & REGISTRATIONS: CPR/First Aid/AED certifications preferred at hire; required within one month of hire. Crisis Prevention Intervention (CPI) training required within three months of hire. ICS 100 SCA and IS362 Certificate within three months of hire. Valid Colorado Driver's License required.

Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Critical thinking and problem solving skills
- Customer service and public relations skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to use diffuse and manage volatile and stressful situations
- Knowledge non-violent and physical intervention techniques
- Ability to promote and follow Board of Education policies, Superintendent policies and building/department procedures.
- Ability to work with students with diverse backgrounds and abilities
- Ability to communicate and work effectively and cooperatively as a member of a team
- Ability to work a flexible schedule to include evenings and weekends
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of two-way radios required within one month after entering position
- Basic operating knowledge of personal computers and peripherals preferred at hire; required within one month after entering position
- Basic operating knowledge of security cameras preferred at hire; required within one month after entering position

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Principal and Coordinator of School Safety and Security

Direct Reports: This job has no supervisory responsibilities

- Acts as a resource for school site by assisting with student management and by monitoring school site for threats to safety and property.

BUDGET AND/OR RESOURCE RESPONSIBILITY: This job has no budgetary responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance			X	
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date