

## DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

**Job Title:** Security Specialist II  
**Job Family:**  
**Department:** Safety and Security  
**Typical Work Year:** 205 Days

**Pay Grade:** Managerial/Technical  
**FLSA Status:** Non-exempt  
**Prepared Date:** May 27, 2017

**SUMMARY:** Security Specialist II will provide appropriate Security Specialist and school safety team trainings to ensure the safety and security of students, staff, and school campuses. Work collaboratively with school administrators, SRO's, and community first responders. Oversee campus safety assessments, safety drills, and fire inspections in partnership with school(s) administration and internal and external stakeholders. Reports directly to the Coordinator of Safety and Security.

**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. Other duties may be assigned. Frequencies and percentages may vary based on whether the incumbent is assigned duties inside or outside the school building.*

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| D       | 22% | Actively engage in the safety of school campuses inside and/or outside, parking lot(s), surrounding areas, monitor and discourage truancy.   |
| D       | 22% | Actively engage in monitoring students drop-off and pick-up times, during class changes and lunch periods, boarding buses, and vehicle flow in parking lots. Address inappropriate behaviors. Communicate regularly with students, administration, staff, SRO's, and parents.              |
| 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. Participate in school Threat Assessment(s). |
| D       | 15% | Ensure that Security Specialists use appropriate radio communication etiquette.  |
| D       | 5%  | Maintain video surveillance integrity and monitor when appropriate group dynamics in order to identify potential fights and gang or hazardous activities.  |
| D       | 3%  | Respond to district/school emergencies and assist appropriately following ICS/NIMS compliance.   |
| D       | 3%  | Investigate all school campus vandalism in partnership with appropriate District Administration, SRO's, emergency responders.  |
| D       | 3%  | Request identification of non-students/adults on campus, provide directions, and/or escort off campus if necessary.  |
| W       | 3%  | Assist school administration with disruptive students./staff.  |
| W       | 3%  | <b>Facilitate relevant regular (PD)</b> security specialists meetings.   |
| M       | 3%  | Assist school administration in School Safety Drills: Fire Evaluation, Lock Down, Lock Out, Shelter.   |
| M       | 2%  | Communicate with local police regarding student and/or property matters.   |
| Ongoing | 1%  | Perform other duties as assigned.  |

**EDUCATION AND TRAINING:** Security Specialist II: High School diploma. Courses in psychology and/or social studies equivalent to 2 years of college preferred. Direct experience in school security and/or law enforcement academy, military security, military corrections training, or other applicable training required. SRP/SRM trained. Safe2Tell trained. Threat Assessment trained.

**EXPERIENCE:** Security Specialist II: Experience in the security field, such as police department or security guard, public/private school or university security technician or specialist.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** CPI certified. ICS100Sca and IS362 certified. Valid CO driver's license required; CPR/First Aid/AED certifications preferred at 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:** Coordinator of Safety and Security

**Direct Reports:** Assist with the supervision of the security specialists

- This job will supervise day to day operations of Security Specialists strategically placed at district school sites (campuses) by assisting with student management and assisting school site for threats to safety and property using best practices.

**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		
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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