



Fort Cherry School District

Job Description

Title:	School Security Officer (SSO)
Overview:	Employee shall support and facilitate the educational process by providing a safe and secure environment; establish meaningful relationships with students and staff; interact with the school community to ensure the enforcement of city and state laws, preservation of public order, protection of life and the prevention, detection, or investigation of crime;
Location:	School Security Office
Reports to:	School Police Officer
Supervises:	NA
Coordinates with:	All Administrative and Supervisory Personnel of the School District All Employees of the School District either directly or indirectly

Essential Duties:

1. Patrol District property to protect students, staff and visitors from physical harm
2. Prevent loss to District property resulting from criminal activity
3. Serve as a visible and active law enforcement officer on campus dealing with law-related areas such as drugs, traffic, trespassing, fighting, and thefts
4. Enforce campus rules and regulation
5. Conduct routine patrols of assigned facilities to include buildings, parking lots, and property
6. Operate District equipment to include alarm systems, surveillance equipment, and patrol units
7. Take law enforcement action to protect against unwanted intruders

8. Identify and prevent (through counseling and referral) delinquent behavior, including substance abuse
9. Coordinate security for crowd and vehicle control at extra-curricular activities and special events
10. Monitor and instruct students, visitors, and District personnel on proper and lawful campus or facility behavior
11. Help to define and maintain a respectful code of conduct
12. Assist other law enforcement agencies with incidents involving local criminal activity that may impact the safety of the environment for students and staff
13. Serve as the initial first responder and school safety coordinator for campus emergencies
14. Respond to calls on crimes against person or property in progress, report crimes that have already occurred, and intrusion/fire alarms; perform preliminary investigation at the scene (e.g. gather and preserve evidence, take statements)
15. Prepare written reports, maintain daily logs, testify in court as required
16. Subdue offenders and criminals by using the minimum amount of force needed to protect the officer and other persons
17. Provide instructions and directions to others as it pertains to law enforcement matters and emergency situations
18. Conduct security building assessments for schools; guard, check and secure doors, rooms, buildings, and equipment
19. Operate a two-way radio or communication device
20. Qualify with a department issued firearm
21. Communicate effectively with all members of the District and Community

22. React to change productively and handle other tasks as assigned
23. Maintain confidentiality
24. Support the mission, vision, and belief statements of the District
25. Any other responsibilities assigned by the Superintendent

Qualifications and Skills:

- High School Diploma, Associate's Degree preferred
- Minimum training standards as specified in Section 1304-C; Act 235; required training and maintaining a current CPR/AED/First Aid certification
- Two (2) years of law enforcement/security experience
- Experience with education/school arena preferred
- Demonstrate working knowledgeable of Federal, State, and Local laws and regulations related to safety and security (i.e. Act 44)
- Demonstrate an average working knowledge of technology used by the District
- Demonstrate strong communication skills both verbal and written
- Ability to work with children, youth, and adults in school setting
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to work effectively in a school office setting characterized by frequent interruptions
- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent

Terms of Employment:

Employment obligations will be defined in the employee agreement; such items as work year, workdays, salary, and benefits will be established in accordance with the provisions of the agreement

Evaluation:

Job performance will be evaluated at least annually in accordance with the provisions outlined in the employee's agreement