



Job Title: Security Lead - Operations

Exemption Status/Test: Non-Exempt

Reports to: Security Coordinator - Operations

Date Revised: February 2021

Dept. /School: Security

Primary Purpose:

Provide direct oversight of all security officers in support of the coordinator of security operations to ensure various daily assignments are complete in accordance with district policy, procedures and best practices.

Qualifications:

Education/Certification:

Required:

High School Diploma or GED

Documented experience leading a team in completing assigned duties

Preferred:

Military Veteran with Honorable Discharge

Law Enforcement Certification

Stop the Bleed, First Aid, CPR, and AED Certification

Level II Security Certificate

Experience working security in education industry

Experience:

Required:

Minimum of five (5) years' experience working in the security field

Special Knowledge/Skills:

Valid Texas Class C driver license and prove insurability to operate district vehicles

Strong organizational skills

Ability to coordinate personnel in completing assignments

Ability to exercise good judgment in decision-making

Ability to lead personnel through daily activities

Ability to work under pressure in emergencies

Ability to work a variety of shifts

Ability to utilize two-way radios to communicate with other officers and fires responders

Knowledge of the role of security in an educational environment

Knowledge of report writing as part of security operations

Aptitude for successful completion of assigned tasks

Basic knowledge of Microsoft Office products

Ability to work within a diverse culture

Ability to serve as a role model for all district employees by exhibiting behavior that is ethical

Major Responsibilities and Duties:

1. Provide daily oversight and guidance to security officers working in the district dispatch center in accordance with applicable laws, best practices and department processes.
2. Provide daily oversight and guidance to security officers monitoring campuses to provide asset protection in accordance with all applicable laws, best practices and department processes.
3. Provide oversight and guidance to security officers completing special assignments at any district facility in accordance with all applicable laws, best practices and department processes.
4. Provide oversight and guidance to security officers completing bag checks and metal detection at any district facility in accordance with all applicable laws, best practices and department processes.
5. Provide oversight and guidance to security officers completing emergency management training for students and staff; assist with campus drills and exercises as requested by campus staff.
6. Use the department software to log all activities.
7. Maintain and clean district vehicle for each shift.
8. Maintain professional standards of conduct when dealing with students, staff and community guests.
9. Practice high standards of safety at all times.
10. Prioritize and assign daily work for all personnel assigned to security operations in accordance with applicable laws, best practices and department processes.
11. Train security officers on district processes, procedures and policies for carrying out assigned systems.
12. Support the coordinator of security operations in daily oversight of the security operations team.
13. Assist with any security issues as directed by the director of security.
14. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment such as personal computers, desk/cellular phone, copier/fax machine and others. Tools and equipment such as school district vehicles, radio communication equipment, mobile phones and safety equipment. Duty uniform.

Posture: Prolonged sitting, walking, potential for running, climbing stairs, twisting, reaching, pushing/pulling and overhead reaching

Motion: Ability to stand and sit for prolonged periods of time; ability to climb a ladder and the ability to kneel or crawl

Lifting: Lifting up to 50 pounds on a regular basis and light carrying under 50 pounds on a regular basis

Environment: Exposure to temperature extremes, exposure to humidity extremes, exposure to biological hazards, exposure to chemical hazards, electrical hazards, working outside, prolonged exposure to sunlight, work on slippery or uneven surfaces, working alone, working a flexible schedule with little or no notice of shift change and working prolonged or irregular hours.

Mental Demands: Maintain emotional control under stress, work with frequent interruptions and ability to exercise reasoning and problem-solving skills while under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.