Job Title: Security Officer

Exemption Status/Test: Non-Exempt

Reports to: Manager, Security Operations

Date Revised: October, 2015

Dept. /School: Security

Primary Purpose:

Provide a safe place for learning by working with students and staff to encourage drills and other safety practices are completed. Ensure District property is protected by constantly patrolling either physically or via security systems.

Qualifications:

Education/Certification:
High school diploma, required
First Aid, CPR and AED Certification, preferred
Level II Security Certificate, preferred

Experience:
Minimum of two (2) years’ experience working in the security and/or education industry

Special Knowledge/Skills:
Knowledge of the Occupation Code as it relates to private security
Knowledge of the role of security in a business environment
Knowledge of report writing as part of security operations
Ability to work under pressure in crisis situations
Ability to utilize two-way radios to communicate with other officers and first responders
Provide valid Texas Class C driver license and prove insurability to operate District vehicles

Major Responsibilities and Duties:

Security and Telecommunications

1. Ensure schools are properly and adequately secured by patrolling school property and monitoring premises for the presence of non-district personnel.
2. Ensure schools are properly and adequately secured by monitoring security/fire alarm and CCTV systems and reporting all incoming alarms to other GISD Security Officers or local Police and Fire Departments as required.
3. Ensure campuses are trained on and completing all necessary drills and protocols by providing a regular presence through the Campus Security Initiative and Campus Security Officer function.
4. Report criminal activity, damage, unlocked doors or windows, and/or any unusual incidents at District facilities.
5. Conduct minor repairs and/or cleanup to facilities as directed.
6. Maintain a working, professional rapport with district staff and School Resource Officers at all times.
7. When performing a patrol function, maintain and clean District vehicle as needed at the completion of assigned shift.
8. When performing a dispatch function, report any system malfunctions via the work order system.
9. Maintain a high level of emotional and physical restraint when dealing with students, staff, and community members.
10. Complete departmental training to maintain proficiency in assigned duties.
11. Adhere to District directives, policies and safety standards as they relate to daily duties.
12. Be willing to work a variety of shifts with little notice.
13. Complete other duties as assigned by supervisors within line-of-authority.
14. Demonstrate behavior that is professional, ethical and responsible, and serve as a role-model for all District employees and staff, as well as students, parents, community members and guests of the District.

Policy, Reports, and Law

15. Complete all reports necessary throughout shift as documentation for all designated events.
16. Comply with all laws when transmitting information via first responder radios.
17. Comply with the International Fire Code as required when responding to fire alarms from District facilities.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; telephone; cellular phone; copier/fax machine; calculator; school vehicle; radio communication equipment; and safety equipment
Posture: Ability to stand and sit for prolonged periods of time; ability to climb a ladder; and ability to kneel or crawl
Motion: Prolonged sitting and walking; twisting; reaching; pushing/pulling; and overhead reaching
Lifting: Lifting up to 50 pounds (ladder weight), on a regular basis; and light carrying under 20 pounds (tool bag), on a regular basis
Environment: Exposure to temperature extremes (hot or cold); exposure to humidity extremes; exposure to noise; exposure to low or intense illumination; exposure to vibration; exposure to biological hazards; exposure to chemical hazards; exposure to electrical hazards; work outside; prolonged exposure to sunlight, work on slippery or uneven surfaces; work alone; and work prolonged or irregular hours
Mental Demands: Maintain emotional control under stress; work with frequent interruptions, climbing stairs; driving school vehicles; and ability to exercise reasoning and problem-solving skills while under stress. Must demonstrate ability to communicate effectively (verbal and written)

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.