

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

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| 11/16 | Security Specialist | 2.12.11 |
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PURPOSE

Improving Student achievement by performing a variety of duties involved in the protection of District students, staff, patrons and property by helping to enforce District safety and security policies and procedures and helping to prevent injuries, thefts, fires, vandalism, or other undesired events and activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the security supervisor with onsite direction given by an assigned administrator. Methods of performing tasks are outlined or explained in general terms and work is reviewed by the security supervisor and security lead at regular intervals during progress and upon completion.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Patrolling school buildings and grounds according to acceptable security practices with flexible schedules and routes.

Monitoring parking areas and informing school administration of illegally parked cars, careless driving on school premises, or other concerns related to vehicles on campus.

Reporting and logging all safety, security, and maintenance problems that have occurred during workday.

Enforcing institutional rules of behavior on campus or grounds.

Checking and reporting any hazardous conditions, disturbances, or suspicious circumstances.

Assisting with the supervision of student conduct at all areas of the campus needing direct supervision, including bus loading areas or other areas under the control of the district.

Working closely with the assigned school resource officer to resolve issues of mutual concern.

May investigate student violations of school rules and laws that occur on campus or other areas under the control of the district.

May de-escalate and diffuse conflicts between students.

May coordinate with other agencies/services in the supervision of special and athletic events.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Small group problem solving techniques, mediation and conflict resolution.

Effective methods of handling and controlling youth behavior problems including peer mediation and intervention.

Applicable laws, rules and regulations affecting area of responsibility.

Building and grounds security patrolling methods and techniques including scheduling and coordination of related activities.

Ability to:

Enforce applicable laws, rules, and regulations.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

Operate a computer and other electronic equipment.

Maintain self-control at all times and to react quickly and calmly under emergency conditions.

Perform physical activities involved in such duties as monitoring buildings and grounds.

Maintain open communication channels with other employees, students and the general public.

Maintain cooperative relations with other employees, students, and the general public.

Model good public relations in dealing with students, staff, and visitors.

Establish positive working relationships with youth.

Meet all the standards established for private security officers by the State of Oregon including fingerprinting and background checks and educational training and testing requirements.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Two years of experience dealing with adolescents including background in community corrections techniques, juvenile parole and probation, and/or law enforcement.

Training:

Equivalent to completion of the twelfth grade. Completion of state mandated security officer curriculum and annual refresher training with passing grades. Associates degree in human services, social services, or related field desirable.

Special Requirements

Certification by the State of Oregon as a private security officer prior to employment. Employee must maintain valid certification throughout employment.

Work Environment: Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. Subject to frequent loud noises in the environment.

Physical Requirements: Continuous walking, standing. Must be able to react quickly to stressful situations involving authoritative or disciplinary issues with students. Part of the day spent sitting to write reports or de-escalate or diffuse issues between students. May be required to restrain a student or break up a fight using moderate strength (20-50 pounds push or pull). Always working to deescalate a situation. Intermittent bending, twisting, squatting kneeling, crawling, climbing stairs, reaching.

Salem-Keizer School District is an equal opportunity employer.

Position: District Security Specialist

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name: _____