

## **SECURITY OFFICER 1**

### **Purpose Statement**

The job of SECURITY OFFICER 1 was established for the purpose/s of providing for the safety and welfare of students during non-classroom activities; minimizing the frequency and/or severity of harmful incidents; and communicating observations and/or incidents that have a potential impact on the general well being of students, school personnel, and/or visitors.

This job reports to SUPERVISOR SECURITY

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### **Essential Functions**

- Assists other personnel as may be required (e.g. law enforcement) for the purpose of supporting them in the completion of their work activities.
- Communicates school policies and enforcement procedures to students, personnel and visitors for the purpose of ensuring their understanding and the potential consequences of violation.
- Intervenes in potential conflicts for the purpose of minimizing disruptions of campus activities and/or injury to involved parties.
- Monitors students between assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, hallways, library, cafeteria, etc.) for the purpose of ensuring the safety and welfare of students.
- Prepares documentation (e.g. incident and activity reports, security logs, register student vehicles, etc.) for the purpose of providing written support and/or conveying information.
- Refers incidents to appropriate site personnel, police/ and fire personnel (e.g. injuries, altercations, suspicious activities, etc.) for the purpose of ensuring follow-up in accordance with administrative guidelines.
- Reports observations/incidents relating to specific students and facility safety concerns (e.g. accidents, fights, inappropriate social behavior, violations of rules, facility work orders, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel for follow-up action.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.

### **Other Functions**

- Facilitates communication among students and staff for the purpose of providing security and safety to the site.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to security procedures.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: bilingual (English/Spanish).

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities communicating with diverse groups.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. There is some opportunity to effect the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 0 % sitting, 90% walking, and 10% standing. The job is performed under temperature extremes and in hazardous conditions.

**Experience** Job related experience is desired.

**Education** High School diploma or equivalent.

**Equivalency** None Specified

**Required Testing**

None specified

**Continuing Educ. / Training**

None specified

**Certificates & Licenses**

Arizona Driver's License/Evidence of Insurability

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Clean Motor Vehicle Record

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Classified 5