

# **WARREN COUNTY PUBLIC SCHOOLS**

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## **School Security Safety Officer Position Description**

**LOCATION:** High Schools

**JOB CATEGORY:** Professional

**PAY GRADE:** Grade 1-5

**FSLA:** Exempt

**IMMEDIATE SUPERVISOR:** Building Administrator(s)

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

To assist in monitoring the flow of students entering and exiting the schools as well as general student monitoring during the school day. Facilitate security measures both in the building and surrounding school grounds.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- To provide a safe, non-threatening environment for students;
- To record and share data pertaining to the above services;
- To develop positive and meaningful relationships with all students;
- Responsible for school camera system operation;
- Check parking areas and handle all parking related issues;
- To help with overall campus security throughout the day;
- Responsible for fire and tornado drills;
- Responsible for locker checks and locker maintenance;
- Assist in investigation cases of theft and vandalism and prepares reports;
- To participate in school safety audits;
- Other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students, administration, and parents.

### **EDUCATION AND EXPERIENCE**

Candidate must be a graduate from an accredited college or university. Experience working with high school age students. Knowledge of educational practices and police procedures. Must become a certified School Safety Officer within 60 days of employment

### **SPECIAL REQUIREMENTS**

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **PHYSICAL DEMANDS/REQUIREMENTS**

Duties performed typically in school settings to include: classrooms, gymnasium, cafeteria; auditorium; and recreational areas. Frequent walking, standing, stooping, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required.

Other limited physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Daily personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

### **EVALUATION**

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities by building administrator(s).