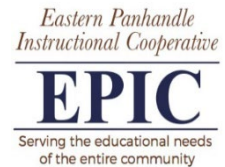


## **Notice of Job Vacancy #25-046**



**Posting Date:** December 16, 2024

**Position:** Security Officer serving Monongalia County Schools

**Location:** Itinerant locations as assigned by Monongalia County Schools

**Employment Term:** Full-time / 200 days per school year following the Monongalia County Schools calendar

**Work Hours:**

- The workday will be an eight (8) hour day with a 30-minute lunch.
- The security officer will be on duty at the school during regular school hours when students and faculty are required to attend.
- The security officer will not be required to attend extracurricular activities which are held beyond his/her regular workday, but the security officer will have the option to attend if they choose to do so.

**Salary:** \$42,868.00 per year

- Benefits package available
- Supplemental pay for approved hours worked outside of normal work hours

**Qualifications:** A retired law-enforcement officer who meets all the requirements to carry a firearm as a qualified retired law-enforcement officer under the Law-Enforcement Officer Safety Act of 2004, as amended, pursuant to 18 U.S.C. 926C(c), carries that firearm in a concealed manner, and has on their person official identification in accordance with the act; preferred qualifications also include:

- A certification from an advanced training in school resource officer setting.
- A first aid, AED, and CPR certificate.
- A clear drug and criminal background check.
- A patient attitude and even temper.
- The ability to counsel and interact with students in the pre-k-12 setting.
- A moral and ethical role model for students.

**Position Overview:** EPIC is hiring a School Security Officer to serve Monongalia County Schools to provide security and develop safety plans for schools.

**Position Responsibilities:**

The dedicated school security officer's responsibilities include but are not limited to:

- Developing safety procedures for potential threats in the school, conducting drills with students and staff, and de-escalating aggression between students and between students and teachers.
- Patrolling the school grounds, ensuring overall safety, viewing videos and security monitors, and watching for strangers or suspicious activity.
- Supervising weapons detectors and special events and directing foot and auto traffic if necessary.
- Protecting the school and students against theft and property damage, and assisting in medical emergencies.
- Maintaining positive relationships and contact with students to enhance positive behaviors.
- Working with counselors and support staff to assist students when referrals to service agencies are necessary, or to assist in conflict resolutions.
- Acting as a communication liaison with law enforcement agencies and provide basic information concerning students on the campus served by the officer.
- Referring students and/or families to the appropriate agencies for assistance as needed.

- The security officer shall not act as a school disciplinarian. However, if the principal believes an incident is a violation of the law, the principal may contact the security officer to determine whether local law enforcement agencies need to be contacted.
- Counseling students in special situations when requested by the principal, student, or parent.
- Investigating criminal activity on or around school property.
- Acting as a resource person to answer questions students or parents may have concerning criminal law.
- Assisting local law enforcement agencies with outside investigations relating to students.
- Providing security at school events and/or functions.

Reports To: School Principal and MCS Director of Safe Schools; EPIC Administrator

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Anticipated Start Date: Immediately following the onboarding process.

Application Process: You may submit your application one of the following ways:

**Online application** can be made via Teach-In West Virginia Application System by clicking on the link below. Be sure you have selected EPIC as one of your locations to be able to apply for our position online.

[Use this link to go to the online application system.](#)

**Hard copy EPIC application** can be found at [www.epicresa8.org/workforum](http://www.epicresa8.org/workforum) or by [clicking on this link](#).

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources  
Email to Shannon Johnson at [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org)  
Fax to 304-267-3599 Attention: Human Resources

**Applications will be accepted for consideration until the position is filled or no longer needed.**