



Notice of Job Vacancy #24-024

Posting Date: August 3, 2023

Position: School Security Resource Officers serving Hampshire County Schools

Number of Positions: Multiple Part-Time Hourly Positions

Location: Itinerant locations as assigned by Hampshire County Schools

Employment Term: Part-Time / As Needed – up to 8 hours a shift / NTE 130 hours per month

Salary: \$30.00 per hour

Qualifications:

- WV Law Enforcement Certification
- Must have Jurisdiction in Hampshire County WV to make an arrest
- High School Diploma or equivalent
- Valid Driver's License
- Pass criminal/character/driving background investigation
- Other examinations as deemed necessary
- 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 part-time School Security Resource Officers to serve Hampshire County Schools during the regular school day and at certain after-school events. The selected candidates will provide school security and resource services as assigned / as needed.

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.

Position Responsibilities Continued:

- 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 HCS 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 for All Candidates: You may submit your application one of two ways.

Online application can be made via United Talent Teach-In West Virginia Application System by clicking on the link below. Be sure you have selected EPIC as one of your locations within your online application so that you may see our jobs and make application.

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

Printable EPIC application can be found on the EPIC website and should include three references with contact information. (This is a faster route to apply.)

[Use this link to access the printable EPIC application.](#)

You may drop off your completed printable application at our EPIC main office M-F from 8-4 or submit it one of the following ways:

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

This job posting will remain open until all positions are filled or no longer needed.