

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

09/18	LEAD SECURITY SPECIALIST	2.12.27
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PURPOSE

To improve student achievement by performing a variety of duties involved in District security operations.

CLASS CHARACTERISTICS

This is the lead trainer for the Security Specialists. Positions in this class provide training, mentoring, and support to Security Specialists within the District. Employees at this level are required to be fully trained in all procedures related to assigned responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies. Work is reviewed only periodically to assure compliance to standards and measured results.

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

Possess all of the duties required of the Basic Security Specialist:

Patrolling school buildings and grounds according to predetermined procedures 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. Assist with the supervision of student conduct at the bus loading areas.

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Working closely with the assigned school resource officer to resolve issues of mutual concern. May investigate violations of school rules and laws.

May coordinate peer mediation and intervention/prevention activities.

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

Providing on-going training to Security Specialists in areas relating to security and all security-related equipment and all certification needs pertaining to Security Specialists.

Assists with training of substitute Security Specialists.

Assists Director with special projects related to school safety and Security Specialists.

Supplementing building security when Security Specialist coverage is reduced due to absences (as assigned by Director.)

May occasionally require work in an office setting.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Problem-solving techniques, mediation and conflict resolution

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

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

Applicable laws, rules and regulations affecting area of responsibility.

Ability to:

Possess all of the abilities required of the Security Specialist job description

Obtain and keep current any state certifications required by the Department of Public Safety Standards and Training (DPSST,) and for duties assigned by the Security Manager

Maintain regular communication with the District Director of Safety and Risk Management Services and designated staff in the Director's office.

Obtain and keep current certification for CPR and First-Aid.

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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 knowledge and abilities would be:

Experience:

Two years of experience dealing with adolescents including background in community corrections techniques, juvenile parole and probation, law enforcement, and/or four years experience as a campus security officer in a K-12 setting including experience as a supervisor or trainer.

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:

Possession of or the ability to obtain a valid Oregon Drivers' License.

Possession of or the ability to obtain Certification by the State of Oregon as a private security officer prior to employment. Must maintain throughout employment.

Work Environment:

Climate controlled office settings for office work. When observing/working in the field, may be 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.

Moderate level of contact with district staff and agencies/community.

Physical Requirements:

Frequent talking, hearing, standing, sitting extended periods. Mobility to work in a typical office setting and use standard office equipment. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Continuous walking and standing when observing or working in the field. Must be able to react quickly to stressful situations involving authoritative or disciplinary issues with students. May be required to restrain a student or break up a fight using moderate strength (20-50 pounds push or pull). Intermittent bending, twisting, squatting, kneeling, crawling, climbing stairs, reaching.

Salem-Keizer School District is an equal opportunity employer.

Position: Lead Security Specialist

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

Signature: _____

Date: _____

Print Name: _____