

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

05/20	<u>SECURITY FIELD COORDINATOR</u>	
Effective Date	Job Title	

PURPOSE

To improve student achievement by performing a variety of duties involved in the protection of District students, staff, patrons, and property by helping to enforce District safety and security policies and procedures and helping to prevent injuries, thefts, fires, vandalism, or other undesired events and activities.

CLASS CHARACTERISTICS

This is the lead level of the Security Specialist series and is a Professional Technical position. Positions in this class perform supervisory type duties excluding hiring and firing. This class is responsible for the overall Security Specialist operation at multiple sites within the District. Positions in this class provide direction, training, and correction to Security Specialists. Employees at this level are required to be fully trained in all procedures related to assigned responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Security Manager. 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.

Exercises functional and technical supervision over Security Specialist staff.

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

In consultation with the Director and Security Manager, plans, develops, and implements the District security program.

Assists in the implementation of a District-wide emergency preparedness/management program in cooperation with the District emergency manager. Participates in Incident Command.

Plans, develops, and implements Options Based Decision Making (OBMD) trainings as assigned by the Director and Security Manager.

Patrolling school buildings and grounds according to predetermined procedures with flexible schedules and routes.

Performs threat assessments and participates on Student Support Response Teams (SSRT).

Investigates or assists in investigations involving property damage, theft, and vandalism.

Supports and evaluates District security systems in cooperation with Technology and Information Services and various vendors.

Serves as backup coverage to schools when assigned security specialist is unavailable.

Coordinates the activities of security patrols and "standing guard" responses with various contracted services and responds to after hour calls.

Conducts security site assessments to address issues related to the physical security of schools, campuses, and other District buildings, owned or leased.

Compiles, analyzes, evaluates, and collects personal safety and security risk information and statistics; develops reports for all District locations/departments regarding any security risks: threats and inappropriate communications, incident reports, daily security reports, alarm statistics, restraining/stalking orders, custody orders, and trespasses.

Reviews and remains current on security and personal safety trends/issues on a state and national level.

Trains, directs, and assists in evaluating the performance of other security specialists and substitutes.

Promotes knowledge and daily application of department, team, and Business & Support Services goals and initiatives, including the District Quality Assurance Model.

Responds to calls from or about schools and departments for planned, unplanned, and emergency assistance on a 24-hour basis (according to assigned on-call schedule).

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

Performs related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Security systems and Crime Prevention Through Environmental Design (CPTED).

Threat assessment, violence mitigation, violent intruder response.

Problem-solving techniques, mediation, and conflict resolution.

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

Applicable laws, rules, and regulations affecting area of responsibility, including Oregon laws and statutes regarding restraining orders, stalking orders, custody orders, and trespass.

Ability to:

Perform security and CPTED assessments.

Evaluate the performance of other employees.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Obtain and keep current any state certifications required by the Department of Public Safety Standards and Training (DPSST) and for duties assigned. This includes the Supervisory Manager certification and Unarmed Security Instructor certification.

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

Experience and Training:

Any combination of experience and training that would provide the required knowledge and ability to perform the duties of the job. 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 the completion of the twelfth grade.

Completion of state-mandated Unarmed Security Professional certification, Supervisory Manager certification , and the Unarmed Security Instructor certification.

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

Possession of or the ability to obtain certification by the State of Oregon as an Supervisory Manager

Possession of or the ability to obtain certification by the State of Oregon as an Unarmed Security Instructor

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 students or adults. Intermittent bending, twisting, squatting, kneeling, crawling, climbing stairs, reaching.

Salem-Keizer School District is an equal opportunity employer.