



MISSISSINEWA COMMUNITY SCHOOLS

Security Officer

Job Description:

The job of Security Officer is for the purpose of providing for the safety and welfare of students during classroom and non-classroom activities; minimizing the frequency and/or severity of harmful incidents and communicating observations and/or incidents that have a potential impact on the general well being of students, school personnel, and/or visitors.

Qualifications:

Good knowledge of police and security techniques; good knowledge of the principles, practices and techniques employed in establishing and maintaining building security; skill in observing and detecting unusual occurrences or behavior; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to establish and maintain effective working relationships with students, parents, school personnel, subordinates and the general public; ability to maintain records and prepare written reports; initiative, sound judgment, tact and courtesy; physical condition commensurate with the duties of the position

Minimum Acceptable Training and Experience

Five years' experience in public law enforcement, and a Minimum of 40 hours' training in School Security Training, and a Current Indiana Police Officer

Responsibilities:

1. Oversees and participates in security inspections of school facilities
2. Develops and periodically monitors a reporting system designed to detect security issues in school facilities
 - a. Recommends policies, procedures and/or actions to school administration (e.g. supplies and equipment, schedules, practices, etc.) for the purpose of providing information and/or direction that ensures efficient provision of campus security
 - b. Makes recommendations to correct security issues once identified
3. Analyzes information and situations regarding activities that may be in violation of school policies and/or an indication of possible criminal activity for the purpose of determining immediate actions and/or making recommendations to ensure safety of students, staff and the public
4. Collaborates with all school and district personnel, community police officers, representatives of local agencies, etc. for the purpose of providing information and/or taking action regarding investigations, criminal activities, gang activities, vandalism, etc. for the safety and security of all school facilities

5. Communicates school policies and enforcement procedures to students, personnel and visitors for the purpose of ensuring their understanding of the potential consequences of violation
6. Provides assistance and security to community agencies using school facilities and for after school activities
7. Maintains a variety of information, files and records (e.g. schedules, investigations, guidelines, etc.) for the purpose of ensuring the availability of information for future reference and/or audit for compliance to established policies
8. Monitors unexcused student absences as reported by the attendance office
9. Maintains liaison with police, fire and other municipal departments to insure maximum use of their services in order to provide adequate security and safety
10. May monitor student events (e.g. dances, athletic events, etc.) for the purpose of ensuring the safety of participants of the event and security of facilities
11. Intervenes in potential conflicts for the purpose of minimizing disruptions of campus activities and/or injury to involved parties
12. Investigates unusual incidents (e.g. unauthorized visitors, threats against students, possible violations of school policy)
13. Monitors students within a variety of school environments (e.g. restrooms, grounds, hallways, library, cafeteria, parking lots, etc.) for the purpose of ensuring the safety and welfare of students
14. Prevents unauthorized visitors from entering school buildings and/or loitering on school grounds
15. Informs counselors, parents, teachers and school administrators of student behavior concerns
16. Prepares a variety of documents (e.g. incident reports, security logs, memos, letters, procedures, etc.) for the purpose of documenting activities, providing written reference and/or conveying information
17. Responds to a variety of situations (e.g. accidents, injuries, vandalism, fire alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns
18. Refers observations and incidents (e.g. injuries, altercations, suspicious activities, inappropriate social behavior, violations of rules, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel for follow-up action
19. Regularly reviews each school's Safety Plan and the Corporation Plan; will make an annual report to the Superintendent and the School Safety Coordinator
20. May represent school district in court-related matters pertaining to school safety/security

Other Functions:

1. Will carry a concealed weapon at all times as per school guidelines
2. May assist in handling emergency disciplinary matters in cooperation with the administration
3. May, under specifically defined and limited circumstances, use force as per school guidelines
4. May organize and oversee the security assignments of Security Aides, Watchpersons, and School Monitors with regard to building access, District security procedures, etc.
5. May transport a student for the purpose of providing transportation to home following decision by school administration that a student's removal from campus is appropriate as per school guidelines

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)