



# PHILADELPHIA PUBLIC SCHOOL DISTRICT

## Job Description



TITLE: School Safety Officer

Board Approved: <date>, 2015

### **EDUCATION QUALIFICATIONS AND PREREQUISITES**

1. High school diploma or equivalent
2. At least 23 years of age
3. Posses a valid Mississippi Operators Permit as well as have no record of conviction for any felony or misdemeanor other than traffic citation
4. Three years experience in the law enforcement of related duties and responsibilities of a School Safety Officer, security, or military areas
5. Complete a 40-hour School Safety Officer Basic Course as approved by the Mississippi Department of Education
6. Physical Requirements:
  - a. Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds
  - b. Vision: Requires the ability to perceive the nature of objects by eye. Near acuity must have clarity of vision at 20" or less. Midrange vision clarity from 20" to 20'. Distance acuity should be clarity of vision at 20' or more. Ability must also include the ability to observe an area up, down, left or right while eyes are on a fixed point
  - c. Motor coordination: While performing the duties of this job, the incumbent is required to walk, stoop, kneel, crouch, or bend without assistance. The incumbent is frequently required to stand, sit, use hands and fingers, handle or feel objects, tools, or controls and reach with hands or arms as well as climb and balance
  - d. Speaking/hearing: Ability to give and receive information with no accommodation or assistance
7. Three years of experience as a security officer and evidence of successful experience working with students preferred
8. Ability to maintain a good relationship with all school personnel, students, parents, and the community
9. Such other qualifications as may be set by the Board of Trustees

### **SUPERVISES**

N/A

### **REPORTS TO**

Superintendent

### **JOB GOAL**

To promote an attitude of student responsibility and to work along with other education personnel and students to provide a safe and secure school environment

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

### **TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:**

1. Enforce district and individuals school regulations, policies, and procedures
2. Adhere to administrative policies and regulations
3. Responsible for maintaining safety and security in the assigned school

4. Patrol and monitor all areas of the facility on a consistent basis to prevent theft, vandalism, and illegal entry as well as unauthorized vehicles and illegal parking
5. Conduct limited administrative investigations under the supervision of an administrative superior and collect information, intelligence, evidence regarding administrative violations on campus, present investigative results to the local law enforcement agency
6. Design and conduct staff training related to school safety policies and procedures only
7. Enforce district, and individual school regulations, policies, and procedures as they apply and give directions and information
8. Investigate reports of disturbances or suspicious circumstances
9. Recommend appropriate disciplinary measures in order to maintain a safe and secure school environment
10. Maintain records and make reports as required
11. Performs related or similar duties as required or assigned
12. Patrol and monitor hallways, stairwells, restroom facilities, outside facilities, and other public and unsupervised places of the school to ensure the safety and well-being of students and staff and the security of the facility
13. Ensure a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and to assigned locations
14. Ensure a smooth transportation flow for arrival and departure of students and staff. Remove disruptive students from classes when needed
15. Assist the professional staff, police, and emergency personnel in handling emergencies or disruptive situations
16. Encourage and ensure that adults wear identification badges.
17. Assist visitors with directions and secure proper identification.
18. Challenge unauthorized visitors and escort them to exits
19. Report any discipline infractions, unauthorized visitors, and acts of vandalism to the principal
20. Notify the building administration, police, and/or appropriate emergency personnel of any emergency, potentially dangerous, or unusual situations, following Board Policy
21. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids
22. Assist the administration, School Nurse or other appropriate staff with home visits as needed
23. Participate in appropriate in-service and workshop programs as directed
24. Promote student responsibility for behavior and attitude by serving as a role model and dressing and grooming professionally
25. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school
26. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines
27. Adhere to federal statutes and regulations, Mississippi school law, and Board of Education policies and procedures
28. Participate in appropriate in-service and workshop programs as directed
29. Perform other duties as assigned

#### **TERMS OF EMPLOYMENT**

Employment is based upon identified need; may be up to 180 days annually, with salary as approved by the Board of Trustees

#### **EVALUATION**

Performance of this position will be evaluated annually in accordance with the evaluation procedure for classified employees of the Philadelphia Public School District.