

ELGIN INDEPENDENT SCHOOL DISTRICT

Openings as of 4/28/2023

Armed Security Officer

JobID: 2577

Position Type:

Maintenance & Operations

0

[Email To A Friend](#)

[Print Version](#)

Date Posted:

4/26/2023

Location:

Elgin High School

Armed Security Officer:

Position Type: Safety

Date Posted: 04/26/2023

Location: Elgin High School

Exemption Status: Exempt

Pay Grade: Administrative & Professional Personnel Pay Grade 2

Duty Days: 217

Report to: Director of Safety and Risk Management

Primary Purpose:

Incumbent patrols district property to protect all EISD students, personnel, and visitors from physical harm and to prevent property loss to the District property due to theft or vandalism. Incumbent may have primary responsibilities for investigations. Incumbent must exercise good judgment in assessing student behavior. All work must be done in accordance with EISD policies and procedures (e.g., fire safety rules) and applicable state laws.

Qualifications:

Education:

- High School Diploma or GED
- Associate's Degree from an accredited college or university or combination of law enforcement experience and education may be considered.

Licensure:

- Valid Texas Peace Officer License issued by the Texas Commission on Law Enforcement (TCOLE)
- Valid Texas Driver's License with a driving record insurable by the EISD carrier
- Maintain a law enforcement commission through a third-party agency
- Ability to be licensed as a Level III (Armed/Commissioned) Security Officer by the Texas Department of Public Safety Regulatory Services Division

Experience:

Two (2) years of law enforcement experience in a full time position (preferred)

General:

- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.
- An applicant candidate who is currently under investigation by another police department or pending civil litigation will not be considered.

SKILL REQUIREMENTS:

- State mandated continuing education training and an annual firearms qualifications proficiency.

- Ability to interact and relate to students from a variety of ethnic and social backgrounds, have good listening and communication skills and be able to communicate effectively with others.
- Possess a thorough understanding of school safety, board rules, and applicable state laws.
- Ability to monitor actions of others.
- Analyze potential situations and apply rules and knowledge to specific problems to produce sensible results.
- Ability to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.
- Proficiency in the care, maintenance and operation of the two-way radio, firearms, handcuffs, OC spray, expandable baton, conductive energy weapon (Taser), electronic audio-visual equipment, computer systems and general office equipment;

ESSENTIAL FUNCTIONS:

- Patrol District property for suspicious activity, unauthorized persons on campus, or unauthorized entry after hours.
- Respond to calls on crimes against person or property in progress, reports of crimes that have already occurred, accidents on District property, and intrusion/fire alarms; perform preliminary investigation at the scene (e.g., gather and preserve evidence, take statements.)
- Liaison between local law enforcement and other first responders.
- Arrest/detain individuals in violation of state law and write preliminary and supplemental reports to turn over to local law enforcement.
- Interview suspects, witnesses, and victims on school campuses.
- Testify in court as needed.
- Complete paperwork associated with duties as necessary (e.g., affidavits for arrest, incident reports, and activity reports.)
- Perform safety, security, and risk management duties and other miscellaneous duties as required (e.g., conduct background investigations, review cases, assist other law enforcement agencies, inspect and monitors life-safety equipment, and conduct security audits).
- Train in CPR/Basic First Aid and respond to medical and other critical incidents.
- Perform safety, security, and risk management duties at athletic events, graduation, and other school-sponsored events.
- Provide instructional presentations for students, staff, and community organizations.
- Monitor and assist school crossing guards.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT/MENTAL DEMANDS/WORK ENVIRONMENT:

- Standing and patrolling school grounds at all times during the school day.
- Maintain emotional control under stress and the ability to utilize appropriate de-escalation techniques.
- Constant contact involving students, district personnel, visitors, and other members of the public.
- Frequent district wide travel.
- May be subject to hazardous working conditions including violent and armed confrontations.
- Work outdoors in varying climate conditions.
- Ability to endure continuous walking and standing, running or climbing.
- Ability to wear bullet proof vest weighing approximately 5 lbs.
- Ability to carry a police duty belt at waist level weighing approximately 15-20 lbs. The belt contains a gun, handcuffs, radio, and ammunition.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the Director of Safety and Risk Management. Most duties are performed independently, but a Supervisor may give general or detailed instructions for specific cases and reviews all paperwork completed by the incumbent. Incumbent has frequent contact with District personnel, students, parents, and the general public. Purpose of contact is to serve and to protect individuals within boundaries of the Elgin ISD. Incumbent may also have contact with other police agencies to share information and to provide other assistance.

An Equal Opportunity Employer

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by applicant tracking, a product of Frontline Education.