Apply online at www.teacherjobnet.org

Job Title: Security Officer  Wage/Hour Status: Non-Exempt
Reports to: Campus Principal  Pay Grade: MT7 187 Day
Dept./School: Assigned Campus  Pay Range: $16.58/hr - $24.88/hr
Date Revised: October 24, 2018

Primary Purpose:
The Security Officer is responsible for assisting law enforcement and handling Security related matters at the assigned campus and/or facility as outlined in the Texas Penal Code, Texas Education Code, Code of Criminal Procedure, District's Board Policy, and as directed by the campus principal and Student Services Administrator. The Security Officer is responsible for working cooperatively with the school administration, students, staff members, other District Security team members, and officers from all law enforcement agencies to maintain positive campus security and a safe and secure campus environment.

Qualifications:

Education/Certification:
High School Diploma or GED; college hours preferred
Currently has, or can obtain, a TX DPS-PSB Level II License or higher
Have and maintain minimum standards including but not limited to possessing a valid Texas driver's license, good driving record, clean background, good punctuality, attendance and work ethic.
Must be available and capable of working any shift, which may include nights, weekends and holidays, as assigned.

Special Knowledge/Skills:
Knowledge of policies and procedures of the Midlothian Independent School District and the position assigned.
Excellent knowledge of standard security enforcement procedures and the regulations and laws relating to school district policy and procedures, including building intrusion and trespassing.
Specialized knowledge of effective security patrol techniques.
Detail oriented with good report writing skills.
Have excellent interpersonal skills and the ability and willingness to be a team player
Be neat in appearance, have a pleasing personality and work well with people
Capable of maintaining good relationships with the public, students, faculty and staff
Capable of assisting staff and students in a courteous and efficient manner
Experience working with students preferred
Be self-motivated, able to work under pressure and able to take personal feelings away from the office
Discretion and confidentiality are a must due to the sensitive information in the department and are you are required to maintain these.
Capable of operating a computer and printer
Capable of exercising good judgment, especially under potentially dangerous conditions
Capable of effective English communicate both verbally and in writing; Bilingual is a plus
Capable of maintaining records and to write offense reports in English that could be used by the law enforcement agencies and courts
Capable of performing exterior patrolling without the use of an automobile which may require crossing areas which are without sidewalks or not paved and may be poorly lit
Sufficient mobility and dexterity to respond quickly to situations which may involve measures to detain individuals who are running away
Sufficient strength to restrain offenders using district acceptable and approved techniques

Experience:
Minimum of 3 years experience in school safety preferred.
Minimum 5 years experience in law enforcement required.

Major Responsibilities and Duties:

General Responsibilities

• Patrol assigned campus / facilities and provide Security services to individual facilities, students, and staff.
• Provide surveillance of the campus / parking lot in order to deter disruptive and/or criminal activities.
• Investigate offenses that occur within the District.
• Collect evidence.
• Enforce regulations for and on District school buses.
• Perform possibly physically strenuous activities required to identify, detain, and apprehend offenders, and file appropriate charges with the local police department.
• Respond to burglar and fire alarms as dispatched, investigate cause of alarm and notify the appropriate administrator regarding your findings.
• Investigate suspicious persons in and around schools.
• Report the misuse of buildings and property belonging to the District.
• Enforce the general laws of Texas within the District’s jurisdiction and all applicable sections of the Texas Education Code.
• Assist Texas Peace Officer(s) and other Emergency Agencies.
• Assist with traffic control on MISD properties, during athletic events, school closings, school openings, or any other event/location deemed necessary to insure the safety and welfare of students and staff.
• Provide crisis response to schools and facilities.
• Perform security inspections of buildings which consist of manual (foot patrol) checks of all exterior doors and windows and promptly reporting any breach in security to the MISD administrator.
• Maintain awareness of District activities occurring on school property after hours and perform special patrols during those events as requested.
• Maintain accurate daily logs and reports; speak clearly over the radio.

Campus Level Responsibilities

• Escort students to class, administrative offices as required.
• Prohibit loitering.
• Complete student referrals for Student Code of Conduct and campus rule violations.
• Assist other law enforcement agencies on campus when requested.
• Investigate violations of District rules and regulations when requested by District administration.
• Participate in administrative hearings concerning alleged violations.
• Promptly refer non-school related criminal incidents to the proper agency having jurisdiction.
• Perform building searches, locker checks, classroom checks and metal detector screenings as directed.

Supervisory Responsibilities:
None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under moderate to heavy stress. Must be able to walk and stand for extended periods of time, push, pull, lift, and/or carry at least 20 lbs.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by

Date

Reviewed by

Date

Apply online at www.teacherjobnet.org