SCHOOL CAMPUS & NEIGHBORHOOD SECURITY OFFICER

GENERAL STATEMENT OF DUTIES: Patrols the halls, building & grounds and immediate surrounding areas of City Public Schools to protect persons, property and enforce school rules; prevents loitering on and vandalism of neighborhood property by pupils; acts a liaison between home & school; acts as liaison between school and police dept; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The position of School Campus & Neighborhood Security Officer is intended to provide maximum security of persons and property on the school and surrounding areas in the neighborhood while improving the atmosphere for the conduct of the program of studies at the City Public School. The work involves responsibility for insuring the safety of students and staff, maintaining order, preventing trespassers from access to the school campus and other school related activities, protecting school property, preventing loitering on school property and in the immediate surrounding area in the neighborhood, and enforcing School and School Direct rules and regulations. The work involves establishing rapport with pupils in order to assist or refer them to other professional staff members for help with their problems. The work is performed under the general direction of the school principle with the opportunity for the exercise of independent judgement, consistent with the security officer's experience and training, in carrying out assignments. The position differs from that of the Hall Monitor in that the work involves more complex and responsible duties, requiring specific training and knowledge, and involvement with pupils and non-pupils on the school campus and in the immediate surrounding areas of the neighborhood; supervision is exercised over the conduct of pupils on the school campus, in the immediate areas of the neighborhood and during school activities; acts as a liaison between the school and the police department; provides transportation of pupils (ill, suspended, etc.) to their homes, makes home visits with the school attending officer to verify or ascertain the reason for the pupil's absence.

EXAMPLE OF WORK: (Illustrative only)

Patrols school campus including halls, stairwells, restrooms, courtrooms, entrances, parking lots and other outside areas immediately surrounding the school building and grounds to prevent trespassing, class cutting, to protect persons and property, maintain order and insure compliance with School and School District rules and regulations;

Patrols the corridor from the High School to the Occupational Center to prevent class cutting, loitering & vandalism of property by pupils and non-pupils alike;

Works with Police to identify non-pupils who frequent the area around the school;

Assists Hall Monitors when emergencies occur within the school building;

Questions persons on or around school premises who are not pupils or staff and advises as to school rules and either directs visitors to principle's office or asks them to leave;

Reports periodically to the principle on problems, incidents, and conditions affecting security of the school building and premises;

Provides sensitivity training as well as violence prevention for hall monitors;

Provides outstretch to parents and guardians when needed;

Advises parents, teachers, counselors or principal about potential or actual pupil problems such as class cutting, truancy, disciplinary problems or other school or personal problems;

Answers requests from parents/guardians counselors and probation officers concerning attendance;

May monitor and supervise the loading of buses and follow buses along their assigned routes or on field trips to prevent discipline problems or to intercede when they arise;

Develops rapport with pupils to the degree that the pupil feels comfortable using the security officer as a surrounding board, talking about their school or personal problems; security officer either assists pupils or refers them to other professional school personnel who can help;
Serves a role model to pupils and provides opportunities for pupils to gain positive impressions of police and security personnel;
May transport pupils to and from school related activities;
May transport pupils and family members to and from school for emergency meetings;
May make home visits to verify or ascertain reason for pupil’s absence;
May transport ill or suspended pupils to their homes.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
Working knowledge of the criminal justice system, crises intervention, conflict resolution and crime prevention; knowledge of child abuse identifications and reporting techniques; knowledge of illegal drugs and ability to identify such and to detect signs of abuse; knowledge of the problems of adolescents; ability to perform actions necessary to maintain order on the school campus and in the immediate surrounding areas in the neighborhood; ability to insure the protection of pupils; staff and administrative staff (principal) and to exercise sound judgement in carrying out their security duties; ability to relate to and command the respect of adolescents; ability to avoid confrontation and to bring about conflict resolution; ability to carry out written and oral directions; ability to articulate the problems and concerns or pupils to the school administration; ability to work with police department agencies, officers and other law enforcement personnel in dealing with trespassers and other illegal or prohibited activities in and around the school campus and neighborhood; ability to converse with various groups of pupils concerning safety, crime prevention, police prevention, police work, and community and school pride; must be in good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE
Seven (7) years experience as a police officer, or other law enforcement officer; and three years experience in youth service work; recreation, education or other activities involving service to youth; or an equivalent combination of training and experience.