



HUMAN RESOURCES

JOB DESCRIPTION

Job Title: Campus Security Officer

Salary Block: Operational Support
Pay Grade 4

Reports To: Campus Administrator/Security Supervisor

Wage/Hour Status: Non-Exempt

Terms of Employment: 187-226 days

Minimum Qualifications:

- High School Diploma or GED
- Maintain a Security Certificate from the Texas Board of Private Investigators/Texas Private Security Bureau
- Valid Driver's License

Special Knowledge/Skills:

- Physically capable of performing all duties
- Ability to record and report information
- Ability to follow verbal and written instructions
- Ability to work effectively with students
- Must possess good customer service skills
- Demonstrate ability to effectively communicate and interact with students, district employees, and the general public.

General Purpose:

Under general supervision, provide security and protection for staff, students and vehicles of both student and staff in appropriate parking lots. Additionally provide security for building and grounds on their assigned campus.

Performance Responsibilities and Duties:

Student Management

1. Monitor student behavior and enforce school rules related to student conduct, vehicle operation, and parking.
2. Resolve conflict or confrontation between students and report disturbances to principal or assistant principal.
3. Control traffic and parking on campus grounds.
4. Assist the appropriate administrator in implementing and enforcing any emergency plan.

Security and Parking

5. Register student vehicles and maintain accurate records of registration (when applicable).
6. Work cooperatively with office personnel to inform students of problems with vehicles (i.e., improperly parked, lights on, etc.)
7. Assist law enforcement personnel as needed.
8. Notify District Security Supervisor, police, fire department, or other appropriate authority of any situation requiring immediate attention.
9. Give directions or act as a guide to authorized visitors.

Other

10. Comply with state regulations, written school board policies, and other applicable state and federal laws, including the Department of Public Safety standards.
11. Maintains a professional level of confidentiality concerning personnel and students.
12. Upholds and adheres to safety rules and policies of the CISD safety program.
13. Supports the goals and objectives of the school district and follow all district policies.
14. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
15. Performs any other duties as assigned by the appropriate supervisor.

Supervisory Responsibilities

None

Equipment Used:

Two-way radio, ability to use fire extinguishers and/or security equipment.

Safety:

Safety foremost in mind and project to assigned personnel on regular basis.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Continuous walking and standing. Exposure to vehicle exhaust. Works outside and is exposed to extreme temperatures and inclement weather. May be subject to extreme physical acts of others (i.e., restraining students involved in altercations). Flexible work schedule but must not exceed 40 hours per week.

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.

Terms of Employment

Work year established by the Superintendent; Salary according to schedule adopted annually.

Evaluation

Job performance will be evaluated annually as per district policies and procedures

Print Name

Employee's Signature

Date