

Pflugerville Independent School District - Job Description

Job Title/Position:	Security Officer	Department/School:	Health & Safety Services
Pay Information:	Clerical/Paraprofessional Compensation Plan	Supervised By:	Executive Director of Health & Safety or Designee
FLSA:	Non-Exempt	Date Revised:	January 2020

Primary Purpose:

Ensure the safety and well-being of all students and staff at assigned school site(s). Provide routine security duties and protection for students and vehicles in the student parking lot and provide first line of assistance/intervention in dealing with related issues. Assist school administration and staff in maintaining order, resolving conflicts, and ensuring that student school code of conduct and district local board policies are followed on school property.

Minimum Qualifications (Experience/Education/Certification):

High school diploma or GED; two (2) years of experience in security of schools, government, industry, military, or law enforcement; valid Driver's License and clean driving record; CPR certification; pass screening and DPS background checks.

Major Responsibilities:

1. Provide visibility, patrol interior and exterior of campus or district owned property, provide assistance, and be an emergency contact for all staff, students, faculty and guests of the school site.
2. Report all concerns related to health and safety to department administration, and incidents of misbehavior to the proper school authority.
3. Respond to all alarms, security situations, breaches, maintenance problems, and fire and building hazards, as requested.
4. Assist local law enforcement and other emergency response staff as requested.
5. Complete all documentation and incident reports as established by campus, department, or district administration.
6. Develop and maintain effective working relationships with all stakeholders within PfISD.
7. Assist in evacuations of students and staff during drills and emergency situations.
8. Respond to calls for service which may include theft, criminal mischief, and minor investigations, escorting students as requested, disturbances or disorders on school district sites.
9. Work overtime assignments as assigned on any campus within the district.
10. Maintain professional standards and a school environment that is safe and secure for all students and staff.
11. Maintain and follow all necessary rules and regulations to maintain Security officer license with Texas DPS.
12. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
13. Perform other duties as assigned.

Special Knowledge/Skills:

- Supervise and direct students in a friendly, unemotional manner.
- Work cooperatively and effectively with faculty and staff.
- Interpret and enforce rules and regulations according to varying situations.
- Write complete and concise reports.
- Handle a variety of tasks and set priorities among them for timely completion.
- Perform well under pressure.
- Resolve matters with discretion and diplomacy.
- Exercise discretion in the dissemination of information.
- Ability to use two-way radios, computers, and body cameras.

Supervisory Responsibilities:

None

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Exposure daily to possible adverse weather elements for extended periods of time. Must be able to push, pull, lift, and/or carry at least 40 lbs.
 Maintain emotional control under stress.
 May be subjected to hazardous conditions.
 Ability to endure continuous walking and standing.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____ Date: _____

Employee's Printed Name: _____