



## Job Description

**Job Title:** Security Officer

**Supervisor:** Principal and Supervisor,  
School Security & Emergency Mnmnt.

**Pay Grade:** 22

**Job Classification:** Non-Exempt

**Contract Length:** 186 / 207 / 245 days

### **Job Summary**

Position is responsible for maintaining order and discipline, preventing crime, investigating student violations of school board policies, and detaining students violating the law or school board policies on school property or at school-sponsored events and is responsible solely for ensuring the safety, security, and welfare of all students, faculty, staff, and visitors in the assigned school. Position assists the administrative staff with enforcing policies and procedures for safe and orderly schools at the building level.

### **Essential Duties**

1. Patrol and monitor assigned areas of the school buildings, grounds and parking lots to deter, detect, report and stop violations of the law and/or school board policies.
2. Detect, investigate and report unauthorized or suspicious persons, vehicles and activities.
3. Assist administrators and staff in crisis and emergency situations.
4. Supervise and direct pupil movement.
5. Notify the administrative staff, police, fire department, or other appropriate authorities of security or emergency situations.
6. Operate metal detectors and conduct searches when directed to do so.
7. Investigate student violations of school board policies and prepare reports of the results.
8. Work with school administrators and law enforcement officials in handling serious student offenses and law violations.
9. Testify in court and at School Board Disciplinary Review Committee hearings as required.
10. Assist with fire drills and other emergency building evacuations.
11. Supervise classroom behavior in lieu of faculty.
12. Maintain security records, logs and reports.
13. Attend and successfully complete all staff development training as required by state law or directed by the Security Department.
14. Abide by Security Department guidelines, directives and post orders.
15. Read and respond to email communications.
16. Model nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs other related duties as assigned by the principal, supervisor or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or

ability required. Reasonable accommodation can be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a high school diploma (or equivalency) with some experience or training in a security related field or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess knowledge of, and the ability to apply, standard security procedures and best practices. Must possess the ability to acquire knowledge of School Board policies and procedures and Student Rights and Responsibilities. Security experience in a public school setting preferred. Must possess the ability to read, write, speak and understand standard English. Must have basic computer skills using Microsoft Office programs. Completion of college-level courses in the area of security, psychology, emergency management, or criminal justice preferred. Must possess excellent human relations skills.

**Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to stand and/or walk for extended periods of time; exhibit manual dexterity to dial a telephone, key a two-way radio microphone, operate a keyboard, and use a lock and key; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; articulate information in an emergency situation; use physical agility and strength to defend self and detain persons using force if necessary; and have the visual acuity necessary to observe and comprehend student movement.

**Work Environment**

Duties are normally performed inside a school/classroom environment and outdoors in all weather conditions.

**Supervision Exercised:** None

**Supervision Received:** Principal (or designee) and Supervisor of Security & Emergency Management (or designee)

*This job description in no way states or implies that these are the only duties to be performed by this employee. The School Security Officer will be required to follow any other instructions and to perform any other related duties as assigned by the principal, supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_