

**YAZOO COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: School Security Officer

TITLE OF SUPERVISOR: Superintendent/Safety Director/School Administrator

GENERAL RESPONSIBILITIES:

To perform a wide variety of security enforcement activities specifically related to the school environment during the school year. Tasks are primarily service-oriented and include the following:

- (1) working with and mentoring students;
- (2) disseminating information;
- (3) arbitrating disputes; and
- (4) providing assistance through referrals, property protection, crime prevention, investigative, and other public safety services.

To develop and cultivate positive relationships between students, faculty, and police/security while in the school setting

SALARY: Salary is reflective of the Yazoo County School District salary schedule based on years of experience

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma and either:
 - (a) five years of experience in security work for a bank, hotel, restaurant, retail store, school or a public law enforcement or private security agency or closely related field; or
 - (b) completion of an Associate's Degree or 60 post-secondary credits in security or criminal justice studies and three years of the experience specified above; or
 - (c) a satisfactory equivalent combination of the foregoing training and experience.

MINIMUM TRAINING STANDARD:

Satisfactory completion of an approved security officer training course as

approved by the Mississippi Department of Education. Incumbents must maintain valid registration as a security officer throughout employment.

DESCRIPTION OF DUTIES:

1. Patrol school district property for suspicious activity, unauthorized persons on campus, and/or unauthorized entry after hours;
2. Provide in-service training to help school administrators foster and maintain a secure learning environment;
3. Work closely with the school administrator, faculty, and staff to foster a better understanding of law enforcement function to maintain a secure learning environment;
4. Proactively work with the school's leadership team and collaborate with the school's administrative team on safety protocols and procedures;
5. Serve as a visible and active security officer on campus dealing with law-related areas such as drug activity, traffic, trespassing, fighting, and theft related incidents;
6. Assist the SRO to enforce campus rules, procedures, and regulations;
7. Conduct routine patrols of assigned facilities to include buildings, parking lots, and district owned, leased, or rented property;
8. Operate district equipment to include alarm systems, surveillance equipment, and patrol units when necessary;
9. Take action to protect against unwanted intruders;
10. Identify and prevent (through counseling and referral) delinquent behavior; including substance abuse;
11. Report any suspicious activity when necessary to protect stakeholders and property;
12. Assist in generating reports when an offense occurs which necessitates documentation; adhere to proper procedures;
13. Perform miscellaneous duties such as:
 - (a) attend short briefings;
 - (b) obtain assignments and equipment;
 - (c) compile reports;
 - (d) appear in court for testimony;
14. Work collaboratively with public safety agencies to serve as a liaison between school and community to deter criminal and delinquent behavior;
15. Conduct informative sessions and workshops for students, faculty, staff, and parents to promote social awareness, relationship skills, self-management, self-awareness and responsible decision-making;
16. Work with guidance counselors and other student support staff in assisting and providing services to students involved in situations;
17. Work to prevent juvenile delinquency through close contact and positive relationships with students;
18. Assist in developing crime prevention programs and conduct security inspections to deter criminal or delinquent activities;
19. Monitor crime statistics and work with local patrol officers and students together to design crime prevention strategies;

20. Coordinate security for crowd and vehicle control at extra-curricular activities and special events;
21. Monitor and instruct students, visitors, and district personnel on proper and lawful campus or facility behavior;
22. Help to define, model, and maintain a respectful code of conduct;
23. Ensure school administrator safety by being present during school searches, which may involve weapons, controlled dangerous substances or in such cases that, the student's emotional state may present a risk;
24. Assist other law enforcement agencies with incidents that may impact the safety of the environment for students, faculty, and staff;
25. Serve as the initial first-responder and school safety coordinator for campus emergencies;
26. Assist in responding to calls on crimes against person or property in progress;
27. Report crimes that have already occurred to include intrusions, as well as fire alarms;
28. Assist in performing preliminary investigation of a crime scene (e.g. gather and preserve evidence, take statements);
29. Prepare written reports;
30. Maintain daily logs as necessary;
31. Subdue offenders and criminals by using the minimum amount of force needed to protect yourself and other persons;
32. Teach law related education, de-escalation techniques, and conflict resolution to students, faculty, and staff;
33. Provide instructions and directions to others as it pertains to security matters and emergency situations;
34. Conduct security building assessments for schools;
35. Guard, check and secure doors, rooms, buildings and equipment; and
36. Serve as a member of crisis management team.

Additional Duties and Responsibilities:

1. Other tasks as may be deemed appropriate and necessary by the immediate supervisor, the school administrator and/or the Superintendent