

PERSONNEL VACANCY

Edwardsville Community Unit School District #7

FY: 19-095

DATE: February 11, 2019

POSITION DESCRIPTION

Job Title

SCHOOL SAFETY OFFICER

Location:

District

Job Description:

See Reverse

Terms:

9 month position

Hours:

6.5 hours per day

Salary:

\$14.14 - \$14.66 per hour

Qualifications Required:

- *Confident, well-groomed, professional, self-motivated, and able to work with minimum supervision
- *Previous work experience in security or training in security or law enforcement
- *Ability to interact pleasantly and tactfully with students, employees and visiting public
- *Ability to communicate and enforce Board Policies and procedures, standards for conduct and expectations for behavior in a non-confrontational but effective manner
- *Ability to apply common sense understanding to emergency & conflict situations in calm demeanor and reasoned approach
- *Excellent physical fitness – must walk/stand majority of shift; ability to engage in foot pursuits and restraint if necessary
- *Work knowledge of Microsoft Office products
- *Ability to perform all duties as outlined on reverse

Contingent Upon:

Board approval

Closing Date for Application:

February 19, 2019 or until filled

Print Application and Submit to:

www.ecusd7.org/departments/personnel
Application/Forms; Classified

Dr. Nancy Spina
Assistant Superintendent/Personnel
Edwardsville Community Unit School District 7
708 St. Louis Street
Edwardsville, IL 62025

The Edwardsville Community Schools offer employment without regard to race,
Color, creed or religion, age, sex, national origin, or handicap

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SCHOOL SAFETY OFFICER JOB DESCRIPTION

EDWARDSVILLE COMMUNITY UNIT SCHOOL DISTRICT #7

SUMMARY: Under the direction of building administrator (Principal) and Coordinator for School Resource Officers (SRO) The School Safety Officer will work to improve school safety and security. The SSO will assume duties and responsibilities that will insure that access to buildings is limited to authorized individuals; building security and safety procedures are followed and that Board policies are adhered to as related to security, safety and conduct. The employee will not have enforcement powers with respect to local, state and federal laws.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Monitor and screen access to school grounds and facilities which will include engagement of any unknown persons on school grounds. Engagement includes but is not limited to identifying the individual, ascertaining their purpose for being on school property and insuring that the person is properly directed and proceeds to the appropriate location.
2. Regularly patrol school perimeter and facility which will include security checks of school site including playgrounds and parking areas as well as security checks of school outbuildings and the school itself ensuring that access is limited to approved and specified areas or points.
3. Monitor school's security technology (alarms, cameras, etc.) on a regular basis (at least daily) to insure that systems are operational and to report any malfunctions or operational problems to the building administrator or designated contact.
4. Supervise student, adult and community events/activities (as assigned) to insure compliance with school safety and security procedures and Board Policy with a responsibility to report any suspicious or questionable activity or conduct to appropriate personnel (school administrator, SRO officers, police, etc) and intervene when and where immediate action is necessary.
5. Monitor the entire school site (school building and grounds) noting any abandoned or unclaimed packages, property, etc. and either determine the owner of the item, return item to school office or report items that are deemed to be suspicious or dangerous to the appropriate supervisor for further investigation.
6. Supervise students and other individuals (including non-employee adults) who have gained authorized or unauthorized access to facilities
7. Coordinate the monitoring of building access with other monitor and/or assistant positions
8. Other duties as assigned by Supervisor/Administrator

MINIMUM QUALIFICATIONS:

1. Superior work habits and ethics – self motivated
2. Excellent communication skills – written and verbal
3. High degree of physical fitness and hygiene
 - a. Ability to see, hear and speak allowing careful observation of building conditions and events
 - b. Ability to use hands, arms, legs, and back (may be required to lift and/or physically restrain individuals, visitors and/or students that pose a threat of bodily harm to others
 - c. Ability to lift materials, equipment, etc. on a regular basis up to 50 pounds and may be required to lift on a regular but infrequent basis over 100 pounds
 - d. Ability to stoop, kneel, crouch, crawl, bend and twist on a regular basis
4. Previous work experience in security or training in security/law enforcement
5. Computer skills - knowledge of Microsoft Office products
6. Ability to apply common sense understanding to emergency and conflict situations in a calm and reasonable manner
7. Ability to enforce Board Policies and procedures in a non-confrontational but effective manner
8. Ability to perform all duties as outlined

ESSENTIAL PHYSICAL REQUIREMENTS:

1. Must be able to see, hear and speak allowing careful observation of building conditions and events allowing communication using communication devices (phones, walkie-talkies, etc...) and direct contact.
2. Required to use hands, arms, back and may be required to lift and/or physically restrain individuals, visitors and/or students that pose a threat of bodily harm to others.
3. Required to lift material, equipment, etc..., on a regular basis up to 40 pounds and may be required to lift on a regular but infrequent basis over 100 pounds.
4. Physically able to assist with the evacuation of individuals.
5. Able to write, walk, climb, stand, use stairs, stoop, kneel, bend, crawl, push, pull and twist on a regular repetitive basis.