

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
Security Officer III

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Security Officer III	B/2/2 – B/2/3	Non-Exempt

CLASS SUMMARY:

The Security Officer III, is a standalone class that supports the work of the Emergency Management Team. Incumbents provide security for the school district staff, students, buildings and property through patrol of school building(s) and building perimeters, including parking lots, to prevent unauthorized visitors or property damage and to provide for general building security.

In addition, it will be expected the Security Officer III, collaborates with and assists the school safety team that includes administration staff, counselors, social workers and teachers. The Security Officer III will provide the safety team expertise in security and criminal matters to include but not limited to threats such as social media threats, assaults, fights, trespassing, illegal drug activity. Makes mandatory reporting and physical security recommendations.

Incumbents may act as lead worker for other safety and security and school office support staff making work assignments and determining completion of work as related to safety and security.

The Security Officer III is expected to develop professional relationships and connections with teachers, students, parents/guardians through informal and formal interactions. Through this relationship building process the Security Officer III, will be seen as a protector and trusted leader in the education environment that will enhance the overall safety of the Kyrene School District.

Chain of Command:

The Security Officer III works under the supervision of the IT School Safety Coordinator and reports to the Director of Information Technology.

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<u>ESSENTIAL DUTIES:</u> This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
Acts as lead worker, making work assignments, reviewing work, and determining completion of work and/or facilitates meetings with security operations staff.	Daily 15%	B2
Patrols school facilities, parking lots and other District Property. Provides a visible security presence during the school day including but not limited to the lunch room, passing periods and other events to mitigate fights or other disturbances that negatively impact the educational environment. Monitors enterprise security surveillance systems.	Daily 35%	A1
Prevents unauthorized visitors from entering school buildings and/or loitering on school grounds.	Daily 10%	A1
Maintains data within the safety & security portal software.	Daily 5%	A1
Diffuses threatening situations/confrontations between students. Assesses danger and implements appropriate action to restore order and mitigate injury or property damage.	Daily 5%	B2
As part of the School Safety Team, collaborates on appropriate action to be taken concerning threats to students, staff and the education environment. Makes recommendations to the School Safety Team and administration in implementing creative procedural justice techniques to address inappropriate student behavior that impacts student safety.	Weekly 10%	B2
Conducts preliminary investigations according to District procedures and other applicable regulations. Works closely with law enforcement providing information and support in elevated situations. Testifies in court as required.	Weekly 10%	B2
Maintains liaison with police, fire and other municipal departments to ensure maximum and appropriate use of their services in order to provide adequate security and safety.	Weekly 5%	A1

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Develops, presents and implements law and security related education for in classroom instruction and formal presentations to parents, guardians and or other community members.	Weekly 5%	B2
Performs other duties of a similar nature and level as assigned.	As Required	n/a

Training And Experience:

High School Diploma or GED and two years of security or law enforcement experience or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Graduation from a formal police academy or other formal security related training preferred.

Two years of experience working with K-8th grade students preferred.

Two years of experience in diffusing volatile incidents and interactions to include extensive knowledge on proper application of use of force preferred.

Licensing/Certification Requirements:

- Valid AZ Drivers License
- Valid AZ Fingerprint Clearance Card

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, recommendations, codes, and statutes.
- District policies, procedures, organization structure and school requirements.
- Laws and policies related to use of force.
- Emergency response techniques.
- Security principles and practices.
- Court processes and procedures.
- Safety procedures.

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Skill in:

- Observation and security system maintenance.
- Diffusing volatile incidents and physically intervening if necessary and appropriate.
- Communicating effectively, both orally and in writing incident reports.
- Customer service and public relations.
- Conflict resolution and problem solving.
- Preparing and presenting court testimony.
- Interpreting and applying laws, regulations, codes, and policies.
- Use of a variety of computer-based technologies.
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to physical confrontations, travel, body fluids, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Class History Information:

Prepared by Gallagher HRCC 11.20.19