

## Job Description

**Job Title:** Lead School Security Officer

**Supervisor:** Principal and Supervisor of School  
Safety & Emergency Management

**Position Code:** 4N45, DN45

**Pay Grade:** 24

**Job Classification:** Non-Exempt

**Contract Length:** 186 Days

### **Job Summary**

Position is responsible for functioning as a school security officer and providing leadership and expertise to the security team and administrative staff regarding security-related matters, at the building level.

### **Essential Duties**

1. Perform the duties of a school security officer.
2. Ensure the implementation of overall building security strategies on a daily basis.
3. Review reports, documentation, and evidence compiled by school security officers, before submission to the administrative staff.
4. Conduct regular staff meetings with security officers assigned to the school to reinforce training and discuss current issues.
5. Conduct informational sessions for faculty, staff, students and parents on security issues and topics.
6. Assist the Asst. Principal, Operations with logistical issues and assignment of security officers.
7. Assist the Asst. Principal, Operations with developing post orders for security officer assignments
8. Assist the Asst. Principal, Operations with developing, implementing and documenting a schedule for searching students and their belongings.
9. Review the video surveillance system during investigations and when directed.
10. Provide leadership and act as a mentor to security staff at the assigned school.
11. Attend staff meetings at the school and division level, and report back to school-based staff pertinent information.

(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. Perform any other related duties as assigned by the principal 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 accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications:**

Must possess a high school diploma (or equivalency) with some experience or training in a school 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. Must possess the ability to read, write, speak and understand standard English. Must have proficiency 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, leadership, and communications skills.

### **Working Conditions & 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:** Assigned Staff

**Supervision Received:** Supervisor of School Safety and Emergency Management or Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Lead School Security Officer will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of School Safety and Emergency Management, principal 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 a copy of this job description and understand the contents.**

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Employee Name (Print)

Signature

Date

Revised 01/19 CR