

**GODDARD USD 265
CLASSIFIED JOB DESCRIPTION**

POSITION:	USD 265 Security Officer
RESPONSIBLE TO:	USD 265 Chief of Police USD 265 Police Captain USD 265 Building Administrator
EVALUATED BY:	USD 265 Chief of Police
TERMS OF EMPLOYMENT:	Classified – Hourly Employee
PURPOSE OF POSITION:	Directly responsible to the Chief of Police, Police Captain, Building Administrator, or designee. Follow procedures to insure the safety and security of all school district students, staff members and visitors, school grounds, property and buildings.
ESSENTIAL DUTIES:	<ol style="list-style-type: none">1. Provide security for students, staff and visitors within the building(s) and grounds of the District's High Schools.2. Be knowledgeable of school district security and emergency procedures and Board of Education policies pertaining to USD 265 property, personnel and students.3. Be a presence in the building before, during and after school.4. Monitor hallways, lunch room, restrooms and any other area(s) of the facility as deemed necessary by the Chief of Police, Police Captain, Building Administrator, or their designee.5. Respond to requests for assistance with disruptive students.6. Assist USD 265 Police Officers with investigations and other duties as required.7. Escort students to and from detention, or to and from classrooms when necessary.8. Respond to security system and fire alarms.9. Perform other duties as directed by the Chief of Police, Police Captain, Building Administrator, or designee.10. Perform job duties and responsibilities in a race and ethnicity neutral manner.
REQUIRED QUALIFICATIONS:	<ol style="list-style-type: none">1. High School diploma or equivalent.2. Experience and training in security, law enforcement, or related field as the Chief of Police determines appropriate and acceptable.

3. Valid Kansas Driver's License.
4. Current Kansas Law Enforcement Officer Certification and fulfillment of annual continuing education requirements as prescribed by state law and the Kansas Commission on Peace Officers' Standards and Training.
5. Effective communication skills for dealing with a diverse student population, staff members, and visitors.
6. Demonstrated aptitude and competence for assigned responsibilities.

ATTENDANCE REQUIREMENTS:

1. As required by the Chief of Police.
2. Minimum 35 hour work week.
3. 10 month position, working primarily when school is in session.

PHYSICAL REQUIRMENTS/ENVIRONMENTAL CONDITIONS:

1. Requirements may include, but are not limited to prolonged sitting and or standing. Physical strength to move, lift, pull or push heavy objects, or materials up to and including the weight of a human being. The flexibility and agility for bending, stooping and reaching.
2. Job may require some travel.
3. Must be able to work efficiently and with the ability to maintain poise and control under noisy, crowded and stressful conditions.
4. Will be required to work in any and all weather, temperature and lighting conditions.

PERFORMANCE STANDARDS:

1. Must demonstrate support of the school district mission, goals and objectives.
2. Must meet all job standards in a time sensitive manner as determined by the Chief of Police, and/or Police Captain.
3. Must meet all district safety requirements.
4. Maintain safe care and control of authorized equipment and vehicles including firearms.
5. Use a variety of communications skills and special techniques to interact formally and informally with community groups and individuals.
6. Must adhere to rules and regulations set forth in the Goddard USD 265 Police Department Policy and Procedure Manual.
7. A performance evaluation will be conducted according to district policy by the employee's supervisor or their designee.

USD 265 Security Officers Signature

_____/_____/_____
Date

USD 265 Chief of Police

_____/_____/_____
Date