



Legacy of Excellence, Inc.
Benjamin Franklin Elementary
Mathematics and Science School

JOB DESCRIPTION

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| Title/Category | School Security Officer / Support Staff |
| Location/Division | TBA/ Operations |
| Report To | Director of Operations |

EXEMPT

 NON-EXEMPT

 FULLTIME

 PART-TIME

SUMMARY:

The School Security Officer is responsible for providing methods to protect students, visitors and staff members from harm and school-owned property from loss or damage and enforces the laws of the state on school property as well as a two-block area surrounding the school premises.

DUTIES & RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and other minor duties may be assigned.

- Conducts security checks of all visitors entering the school campus.
- Ensures students receive tardy passes for after morning bell arrivals.
- Maintains a record of all people who check in and out of the school campus.
- Investigates all security related complaints and secure buildings at the request of the Operations Director/ Designee.
- Assists in controlling and protecting students and staff before, during and after school.
- Reports any unusual conditions on the school grounds and make appropriate recommendations to the Operations Director/Designee.
- Prepares Security Reports on ALL incidents that occurs while on duty.
- Maintains a current knowledge of the school’s rules and regulations.
- Enforces all City, State, and Federal Laws within a two block radius of the school site.
- Makes arrests as appropriate.
- Prepares Security Reports on ALL incidents involving weapons, narcotics, assaults, theft, etc. and to furnish same to the Lead Security Officer and/or Operations Director.
- Forwards reports on required incidents to the Operations Director immediately.
- Notifies the Operations Director/Designee on duty by telephone immediately when a serious incident occurs and to forward all others the next working day.
- Performs random searches and metal detector checks.
- Monitors, reports, and takes appropriate action on safety violations.
- Maintains post directives as assigned by the Site Administrators.
- Works in identified areas which are in need of security for specific purposes.
- Performs other duties as required.

SUPERVISORY RESPONSIBILITIES:

None

THE BEST CANDIDATE FOR THIS POSITION BRINGS THE FOLLOWING ATTRIBUTES WHICH ARE ESSENTIAL TO EFFECTIVELY FULFILL THE DUTIES AND RESPONSIBILITIES OF THIS POSITION.

Self- Motivated and Self-Directed: Demonstrates the ability to set goals and objectives and to complete tasks without a need for constant influence or direction from supervisors.

Mission Aligned: Demonstrates the willingness to follow and implement the plan set by leadership. Demonstrates the willingness to align all work and projects with the vision and mission of the organization. Additionally, demonstrates the willingness to live the BFE creed and to participate in school functions.

Personal Growth Mindset: Continues to grow professionally through collaboration with colleagues and professional growth experiences; attends required staff meetings and serves as a presenter when appropriate; and participates in appropriate local, state and national professional meetings, conferences, and conventions. Demonstrates a willingness to be open to feedback, takes personal responsibility, and engages in activities/research to improve professional competence.

Effective Communicator: Demonstrates effective written and verbal communication skills.

Student Focused: Demonstrates an understanding of job duties relative to student achievement, student safety and overall well-being.

Relationship Builder: Demonstrates the ability to develop empathy, provide constructive feedback, provide time and is highly accessible, listen effectively, take feedback from those that are served by this position.

Critical thinker and decision-maker: Demonstrates the ability to analyze information and organize thinking to solve problems and make decisions.

Active Participant and Positive Contributor: Demonstrates the willingness to participate in school events and activities; and is willing to contribute other skills and talents toward the vision and mission of the organization.

Confidential Team Player with a Sense of Urgency: Demonstrates the ability to work well under pressure and understanding which projects are important and must move to completion, while projecting high motivation, maintaining strict confidentiality and handling clients with tact and diplomacy. Demonstrates the ability to follow-up/follow-through on assignments is critical.

QUALIFICATIONS, EDUCATION AND WORK EXPERIENCE:

Qualifications

The qualifications listed below are representative of the qualifications necessary to perform the job.

Education and Experience

High school diploma required. Must possess a valid Louisiana Driver’s License. Eligibility or completion of a major law enforcement academy preferred. Expertise in area of specialization. Minimum of 2 years of law enforcement experience or comparable private security experience. Successful completion of a major law enforcement academy preferred.

Certificates, Licenses, Registrations or Other Requirements

Licensed to carry a firearm; Knowledge of law enforcement and safety practices.

Other Knowledge, Skills or Abilities

Must be qualified in the use of a .38 caliber revolver or other weapons that meet the standards of the Security Department. Must possess excellent writing and verbal skills. Physical ability to affect arrest under difficult circumstances. Post certification preferred. Must pass drug screening test. All applicants must be able to work flexible hours and workday assignments.

WORK ENVIRONMENT

Listed below are key points regarding environmental demands and the work environment of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to use motor coordination with finger dexterity (such as keyboarding, machine operation, etc.) part of the work day;
- Required to exert physical effort in handling objects less than 30 pounds rarely;
- Required to be exposed to physical occupational risks (such as cuts, burns, exposure to toxic chemicals, etc) rarely;
- Required to be exposed to physical environment which involves dirt, odors, noise, weather extremes or similar elements) rarely;
- Normal setting for this job is an office/school setting.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

