

PENINSULA SCHOOL DISTRICT
Job Description

SECURITY SPECIALIST

JOB SUMMARY:

The Security Specialist will be responsible for maintaining a safe and orderly learning environment for students and staff so that disruptions to the educational process are minimized. The duties shall include to preserve and protect all district property so that money that may otherwise be spent on education need not be diverted for avoidable property repairs or replacement.

DUTIES AND RESPONSIBILITIES:

1. Assists and advises the principal on all security matters.
2. Evaluates the building security program on a continuing basis, recommends to the principal and Director of Facilities changes as necessary.
3. Works closely with building principal in the coordination of security programs.
4. Consults with building principal and head custodian on methods of increasing security in and about the premises of the school.
5. Establishes and supervises appropriate procedures for locking and checking the facility during hours when it is not in use.
6. Serves as a resource person to staff as requested, to address student groups on various aspects of school safety and security.
7. Makes unscheduled inspections after school hours as directed to the building to ensure adequate security.
8. Assists in conducting investigations of such major security infractions as theft, vandalism, arson and other acts of exceptional misconduct; makes recommendations to appropriate authorities for further action.
9. Administers the building pass and/or identification program for students, staff, and visitors.
10. Maintains a check on persons and vehicles entering and leaving school property as directed; keeps the following logs: daily log, after-hours log, vehicle log, and records of calls and patrols.
11. Implements emergency action plan as necessary.
12. Patrols building and grounds to prevent fire, theft, vandalism, and other illegal activities.

13. Conducts patrol inspections of doors, windows, and gates to determine that they are secure.
14. Reports any unusual conditions or malfunctions of heating, plumbing or electrical systems.
15. Patrols school grounds to detect unauthorized persons or vehicles; checks cars for parking authorizations; determines if vehicles are parked in restricted areas such as near fire hydrants or in driveways; checks exterior lighting and emergency access routes.
16. Make written reports as required.
17. Checks all doors in the building to be sure that they are locked when the building is vacant.
18. Notifies police, fire department, building administrator, or other appropriate authority of any situation requiring immediate or prompt attention.
19. Assumes all other tasks as assigned.
20. Works with student council and other student organizations to develop programs and policies to provide for the safety and security of the student body.

AFFILIATION: PSE of Peninsula-Custodial

FLSA: Covered

REPORTING RELATIONSHIP:

Reports to the building principal.

MINIMUM QUALIFICATIONS:

Education and Experience

High school graduate or GED, with preference given to college level course work. Experience working with or supervising young adults is preferred.

Knowledge, Skills and Abilities:

Ability to work flexible hours.

Ability to communicate effectively both orally and in writing required.

Ability to establish positive relationships with students, parents, staff, administrators and law enforcement agencies required.

Ability to maintain strict confidentiality.