

# CHANDLER UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**CLASSIFICATION:** HEALTH AND SAFETY  
**TITLE:** SCHOOL SECURITY OFFICER  
**CALENDAR:** [SCHOOL SECURITY OFFICER FULLTIME](#)  
[SCHOOL SECURITY OFFICER PART TIME](#)  
**SALARY:** [GRADE 9](#)

**Effective July 1, 2006, a post-offer physical and drug screening test is required for this position**

### **Job Goal:**

Assist in a supervisor capacity providing for security and protection of students, staff and property

### **Minimum Qualifications:**

- High School diploma or equivalent
- Training or background knowledge in security procedures and practices
- ICS100 training through FEMA
- CPR and First Aid certified
- Excellent health and physical condition; ability to run if necessary
- Possess an Arizona Driver's License and have a clean driving record
- Willingness to use personal vehicle for job responsibilities (site to site, student transport) mileage reimbursement will apply
- Ability to obtain a fingerprint clearance card
- Ability to obtain restraint training
- Possess good human relations skills
- Excellent written and communication skills

### **Core Job Functions:**

- Patrols school buildings and grounds to prevent substance abuse, fighting, theft, vandalism, illegal entry and exit, and illegally parked cars
- Learns names of individual students in order to assist with campus control
- Makes home visits with principal, truancy officer and/or designated staff members as needed
- Makes home notifications with parents when needed (no home phone etc)
- Responds to both bus stop and school bus problems
- Responds to designated special education classrooms and assists staff with students under guidance of principal or designee
- Transports students home with school personnel as needed (ie: sick or stranded students)
- Assists principal in with various situations, upon request (ie: custody meetings etc)
- Escorts staff when making bank deposits
- Assists with visitation management on campus
- Assists with site inspections related to safety concerns
- Assists with the creating of the site Emergency Response Plan
- Performs school lockdown drills
- Fingerprints parent volunteers and students upon request
- Calls police or 911 for assistance according to emergency action plan
- Reports any unusual conditions or malfunctioning ac/heating, plumbing or electrical systems
- Completes daily incident reports and submits to supervisor
- Directs and controls vehicle traffic on district property when necessary

- Assists in training school crossing guards
- Assists staff with student conduct
- May present safety information to various groups,( ie: students, staff and parents)gian
- Ability to obtain required safety training
- Performs related duties as requested by site or district administration (may include before/after school hours)
- Performs all duties in a safe and prudent manner
- Additional contracted dates may be required
- Performs other duties as assigned

**Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accepting direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

**Physical Requirements – Working with Students**

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, bloodborne pathogens, and loud noises. Employees may be required to lift or exert up to 30 pounds of force to move objects occasionally, up to 20 pounds of force to move objects frequently, and up to 10 pounds of force to move objects constantly. 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.