

# DeKalb County School District

## Position Specification

Title: Campus Security

<b>DIVISION</b>	School-Based		
<b>DEPARTMENT</b>	School-Based		
<b>REPORTS TO</b>	Principal; Specialist III, Safe Schools		
<b>CLASSIFICATION</b>	Security	<b>LEVEL</b>	SE1
<b>CALENDAR</b>	10 Month/12 Month	<b>FLSA</b>	Non-Exempt
<b>RETIREMENT</b>	Teachers Retirement System	<b>APPROVED (HR)</b>	07/02/2012

### General Statement of Job

Under general supervision, maintains the security of the school by monitoring campus activity and undertaking necessary precautions vital to the protection of the staff and students to preserve an environment suitable for the education process.

### Specific Duties and Responsibilities

#### Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Patrols buildings and grounds; examines doors, windows and gates to ensure security.
- Warns violators of rule infractions such as loitering, smoking or carrying unauthorized articles; apprehends or expels persons engaging in suspicious or criminal acts.
- Watches for and reports to appropriate building administrator any irregularities, including fire hazards, leaking water pipes and security doors left unlocked.
- Places directional cones in the main driveway to control the flow of vehicle traffic to increase student/pedestrian safety.
- Observes departing personnel to ensure safety of persons and property.
- Records time of inspection trips at watch station.
- Inspects equipment and machinery to ascertain if tampering has occurred; makes reports of any such tampering to appropriate administrative personnel.
- Grants access to enter property to authorized persons.
- Records data such as property damage, unusual occurrences, and

malfunctioning of machinery or equipment, and forwards to appropriate administrative personnel.

- Performs other duties as assigned.

**Education and/or Experience:**

Associate's degree or equivalent completed college coursework from a Professional Standards Commission approved accredited college or university is preferred. High school diploma or GED equivalent required with minimum of three (3) years of military, security, and/or law enforcement experience is required. Previous experience working with high risk students preferred.

**Certificates, Licenses, Permits:**

CPR Certification required

AED Certification required

First Certification required

Crisis Prevention Institute (CPI) Training required

**Knowledge, Skills & Abilities:**

**Knowledge of** rules and regulations pertaining to the protection of building and grounds belonging to the DeKalb County School District (DCSD), relevant Education Codes, DCSD's rules and regulations; and DCSD Code of Student Conduct; updated safety and security policies and procedures.

**Skill in conflict** resolution; techniques of group and crowd control; and safety/security procedures.

**Ability to operate** two-way radio; operate school system's security vehicle; use relevant computer applications; think clearly and logically; use good judgment and make rapid and appropriate decisions in emergency situations; deal effectively with students and maintain good relations; exercise physical force when necessary in retaining and assisting in an arrest; and maintain clear and accurate records; successfully complete Annual Physical Agility Test.

**ADA Requirements:**

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for sedentary work and the worker sits most of the time, the job is rated light work.

**Balancing:** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.

**Reaching:** Extending hand(s) and arm(s) in any direction.

**Standing:** Particularly for sustained periods of time.

**Walking:** Moving about on foot to accomplish tasks, particularly for long distances.

**Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

**Hearing:** Ability to receive detailed information through oral communication and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

**Vision:** The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

**Performance Factors:**

**Interaction with Others:** Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

**Concentration:** Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

**Stressful Circumstances:** Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

**Independent Judgment:** Ability to complete work tasks without being given precise directions relative to work steps or the final project.

**Organizational Skills:** Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

**Decision Making:** Ability to make appropriate business decisions.

**Attention to Detail:** Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

**Public Contact:** Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

**Attendance and Dependability:** Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_