

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Security Officer

REPORT TO: Assistant Supervisor of Buildings and Grounds

JOB SUMMARY: Maintains a safe and secure environment for students and staff. Protects all district facilities/grounds. Enforces the laws of the Commonwealth of Pennsylvania on or near school district property.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Takes the Oath of Office for a School Security Officer.
2. Twenty-four hour on call to School District. Responds to emergency calls.
3. Extinguishes lights that had been inadvertently left on. Closes windows accidentally left open.
4. Insures the security of all buildings, classrooms, and security gates when areas are not occupied.
5. Insures proper operation of all boilers, fire systems, intrusion systems, rescue assistance systems, emergency generators, sump pumps, and chiller units. Notifies proper individuals when not operating properly. Primary individual to respond to alarm or trouble signals from each system.
6. Responsible for district card access control system.
7. Enforces parking restrictions and issue traffic and non-traffic citations. Monitors citations issued.
8. Delivers School Board packets to Board members homes.
9. Investigates accident, theft, vandalism, and incident reports. Conducts follow up investigations when appropriate.
10. Fills out pertinent security forms.
11. Reports all unauthorized usage of buildings and properties to the Assistant Supervisor of Buildings and Grounds and/or building principles. Approaches and questions individuals for proper permits and authorization.
12. Assists District staff with problem students when requested.
13. Contacts and/or assist local law enforcement and emergency personnel when needed or while present on School district properties. Maintains good liaison between the two organizations.
14. Provides traffic or crowd control for certain events.
15. Conducts periodic spot checks of all properties for security, safety issues, fire hazards, parking, signage concerns, district, local, state, and federal violations.

16. Furnishes surveillance coverage when and where needed.
17. Monitors district construction events and provide necessary coverage to maintain a safe environment.
18. Insures all district alarms are operational.
19. Performs other duties as assigned.

QUALIFICATIONS: High School Diploma or equivalent. Law Enforcement or security background preferred. Demonstrated aptitude and competence for assigned responsibilities.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss position; 12 month classification. Cabinet Code – N.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)