



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Campus Security Officer**
 Job Family: **Security**
 Prepared/Revised Date: **April 24, 2017**

FLSA Status: **Non-Exempt**
 Pay Range: **SY20H**
 Job Code: **63601**

SUMMARY: Responsible for providing safety and security-related services at a designated site or patrol function. Patrol exterior areas and interior common areas of the schools and assist Poudre School District administrators in providing campus security. Responsible for assisting administrators and local law enforcement with security at after-hour events as scheduled.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Patrol specific areas of concern via vehicle, bicycle, and foot patrol as requested by site administrators and Safe Environmental Assessment Specialist.	D	50%
2. Enforce parking policies at individual sites, issue tickets for violations, and assist and direct traffic control and parking at after-hour events as necessary.	D	10%
3. Coordinate, supervise, and mentor students assigned to school-based in-school suspension and community service programs.	D	5%
4. Maintain accurate records and incident reports, and distribute incident reports to appropriate personnel.	D	2%
5. Attend work and arrive in a timely manner.	D	1%
6. Coordinate with law enforcement agencies and school administrators in providing security coverage for after-hour events.	W	10%
7. Assist students with minor vehicle mechanical problems as needed.	W	3%
8. Conduct contraband searches as requested for individual sites.	W	1%
9. Detect intruders and escort off the property as necessary.	W	1%
10. Detect and refer alcohol and drug offenders to proper authorities.	W	1%
11. Assist school administrators, staff, and faculty in developing and supporting emergency procedures and emergency management plans, and assist with lock downs, lockouts, fire drills, and evacuation procedures.	Q	2%
12. Assist with development and implementation of new site traffic plans to promote traffic safety.	Q	2%
13. Coordinate, compile, and track student and staff vehicle registration at high schools.	A	2%
14. Coordinate, facilitate, and teach community educational programs including Youth Police Academy and Gang Awareness.	A	1%
15. Perform other duties as assigned.	Ongoing	9%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent vocational school required
- At least one year and up to and including two years of experience in security services

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado Driver’s License
- CPR and First Aid certifications
- Completion of FEMA IS-100 (Introduction to Incident Command) and FEMA IS-700 (Introduction to the National Incident Management System) required within 3 months after hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to work independently and manage time effectively
- Ability to work flexible hours to cover school campus security and after hour events
- Ability and willingness be on call and/or respond to calls 24/7
- Knowledge of specialized de-escalation skills
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to work in varied environments with various people including students, administrators, teachers, parents, law enforcement, general public, etc.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of personal communication devices such as 800 MHz radio, cell phones, and digital cameras

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	CAMPUS SECURITY OFFICER	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk		X		
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare	X			
Analyze		X		
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute	X			
Synthesize	X			
Evaluate	X			
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions				X
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	X
Loud	X
Very Loud	