



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Campus Security Officer Lead**  
 Job Family: **Security**  
 Prepared/Revised Date: **August 1, 2024**

FLSA Status: **Non-Exempt**  
 Pay Range: **SY28H**  
 Job Code: **63602**

**SUMMARY:** Responsible for providing safety and security-related services at all Poudre School District sites. Responsible for daily, monthly, and off-duty scheduling for all Campus Security Officers (CSO). Schedule law enforcement and CSO coverage for all after-hour and special event requests. Work in conjunction with law enforcement agencies.

**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 = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Contact and coordinate with site administrators, law enforcement agencies, and security staff to schedule all off-duty coverage for all District athletic events and other school related special events.	D	35%
2. Maintain accurate off-duty coverage schedules, records, and incident reports.	D	10%
3. Patrol specific areas of concern as requested by site administrators and Poudre School District's Emergency Preparedness Manager.	D	10%
4. Provide assistance to law enforcement, school administration, staff, and students as directed by Poudre School District policies and procedures.	D	10%
5. Assist site administrators with enforcing site policies.	D	5%
6. Provide assistance to any schools requesting additional security support.	D	5%
7. Provide coverage for vacant assignments when necessary.	D	5%
8. Conduct contraband searches as requested for individual sites.	D	1%
9. Detect and refer violations of the Student Code of Conduct to school administrators and where applicable, other local authorities.	D	1%
10. Attend work and arrive in a timely manner.	D	1%
11. Assist school administrators, staff, and faculty in developing and supporting emergency procedures and emergency management plans. Cover for when needed to monitor Standard Response Protocol drills.	M	2%
12. Assist with the hiring and training of new Campus Security Officers to include screening, background checks, policy and procedure training, mentoring, and coaching.	A	5%
13. Develop and update District crisis plans for after-hours athletic events.	A	2%
14. Co-coordinator for annual reunification training, plan updates, and site meetings.	A	2%
15. Respond to schools/sites 24/7 as essential personnel to provide emergency response and crisis management, and/or in the event of weather or environmental incident, and/or school/facility/district closure.	A	1%
16. Perform other duties as assigned.	Ongoing	5%
	<b>TOTAL=</b>	<b>100%</b>



**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, completion of G.E.D., or equivalent vocational school required
- At least two years of post-secondary education preferred
- At least two years of experience as a Poudre School District Campus Security Officer
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado Driver’s License
- Must meet District driver insurability requirements
- 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
- Completion of Nonviolent Crisis Intervention (CPI) training within 3 months of hire and maintaining certification annually

**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 to 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 promote and follow Board of Education policies, District policies, administrative guidelines, 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:**

	<b>CAMPUS SECURITY OFFICER LEAD</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	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			



<b>VISION DEMANDS:</b>	<b>Required</b>
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	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	