Little Rock School District
JOB DESCRIPTION

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Position Title: School Based Security Officer

Prepared Date: 01/21/2022

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JOB GOAL:

To maintain a safe and secure environment for students and employees by patrolling and monitoring premises and personnel.

TERMS OF EMPLOYMENT:

Nine (9) Month (182 days) contract, Pay 802 Grade 03, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience.   **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Must be 21 years of age.
2. No misdemeanor arrests or convictions in last ten (10) years.
3. No felony arrests or convictions.
4. Must have a valid driver's license – no conviction for careless or reckless driving, or DWI in last five (5) years.
5. Must be willing to submit to and pass a drug test.
6. Must have a high school diploma or equivalent.
7. Must be able to meet the physical requirements of the job and possess the ability to work in all environmental conditions to perform common security functions and duties.
8. Must be able to pass a written and physical test.
9. Must be able to obtain certification as a Private Security Officer through the State of Arkansas.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Patrols school buildings, grounds, and hallways for illegal or questionable activity.
2. Enforces District rules/practices relating to the order and safety of buildings, grounds, and students.
3. Makes contact with and directs all non-Little Rock School District personnel and students.
4. Must be available to assist in stopping fights, resolving conflicts, and similar problem situations.
5. Aids principal, as needed, in the investigation of fights, assaults, class disturbances, and supervision of activities.
6. Keeps written records of critical events.
7. Maintains positive working relationships with students, staff, and general public.
8. Provides security for after-hours events as assigned.

9. Uses physical force only as necessary to restrain a student who poses a threat to himself and/or others.
10. Maintains work hours as assigned by the building principal.
11. Maintains regular attendance.
12. Maintains appropriate grooming and physical appearance.
13. Maintains good physical health.
14. Uses security equipment appropriately.
15. Communicates effectively with students, staff, and the public.
16. Attends conferences and schedules in-service as directed.
17. Other duties as assigned by principal/security department

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.