

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### SCHOOL SECURITY OFFICER

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Experience in a law enforcement related field preferred.
- Knowledge of Law and School Board Policy regarding discipline.
- Knowledge of technology as related to specific job functions.

**REPORTS TO** Principal and/or Designee

**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To maintain constant surveillance of school campus to prevent disruptions, protect property, and assure the safety of students and faculty.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Work closely with school resource officer regarding campus activities.
2. \* Inspect school premises prior to opening and closing in regards to security.
3. \* Assist with the supervision of authorized student gatherings at various campus locations.
4. \* Assist with school bus supervision before and after school.
5. \* Monitor students, campus, and parking lots during lunch break.
6. \* Make hourly tours of campus to ensure that school and district policies are being enforced.
7. \* Exhibit good judgment and initiative in emergency situations.
8. \* Establish and maintain good rapport with students.
9. \* ++Deal effectively with student discipline.
10. Perform other duties assigned by the Principal or Designee.

\*Denotes essential job function/ADA

++ Any matter in need of enforcement shall be reported immediately to the administration for action. Security officers are directed not to discipline students, but are expected to report students in need of disciplinary action to the administration. In the event that a fight occurs, security officers are expected to intervene for the safety of those involved.

#### TERMS OF EMPLOYMENT

##### PAY GRADE

District Salary Schedule  
**K-04 \$22,073 - \$39,203**  
M-10 D-188 H-1504.0

##### POSITION CODES

PeopleSoft Position **TBA**  
Personnel Category **18**  
EEO-5 Line **52**

Function **Vary**  
Survey Code **79023**  
Job Code **2012**

##### ADA CODES

2 **Light**  
3 **A - C / T**  
4 **Indoors/Outdoors**

##### BOARD APPROVED

August 9, 1994