SECURITY ASSISTANT

GENERAL RESPONSIBILITIES

Perform responsible protective service work to maintain and ensure the security of the students, staff and school property while adhering to established rules and regulations; conduct surveillance of school buildings, grounds and activities.

ESSENTIAL TASKS
(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Operate central control security system platform
- Operate and maintain closed-circuit television (CCTV) cameras.
- Conduct metal detection screenings.
- Maintain proper functioning of x-ray detection machine and conduct x-ray detection screening.
- Deter admittance of unauthorized persons to the premises; monitor all vehicles entering school grounds.
- Patrol hallways, stairwells, restrooms and parking area throughout the school day; check all windows, doors and entrances of building to make certain they are secured.
- Investigate unusual conditions or disturbances.
- Witness student and/or locker searches.
- Escort disruptive students to locations specified by school administration; help control physical confrontations.
- Supervise students during lunch periods.
- Provide security during sports events and other activities.
- Assist with fire drills and emergency evacuations.
- Assist during recess to ensure student safety.
- Assist with the loading and unloading of busses.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of practices concerning the protection of school buildings and grounds; ability to understand and follow oral and written instructions; ability to prepare and maintain accurate written reports; ability to recognize and identify activities or situations which have or may become a problem or emergency requiring immediate attention; ability to think and act quickly, effectively and responsibly under emergency situations; ability to speak in a clear, understandable manner and comprehend/explain various types of information; ability to establish and maintain effective working relationships with associates, students, parents and teachers; ability to interact and deal effectively with people from varying social and cultural backgrounds; ability to operate emergency and security equipment.
EDUCATION AND EXPERIENCE

High School Diploma or GED required; some experience in working with children. Previous experience in the field of law enforcement or security preferred. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing; some walking, running, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling; ability to lift 50 lbs. Possess physical and mental stamina commensurate with the responsibilities of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Must complete the following required training:
  - Virginia School Security Officer Certification (recertification every two years required)
  - MANDT System Crisis De-Escalation Training
  - Automated External Defibrillator (AED) and Cardiopulmonary Resuscitation (CPR) Training
  - Basic First Aid Training