



## **SECURITY ASSISTANT**

### **GENERAL RESPONSIBILITIES**

Under the leadership of the school building administrator and the guidance of the Office of Safe Schools, the position is responsible for providing protective service work to maintain and enhance the security of students, staff and school property while adhering to established policy and procedures. The position reports directly to the assigned school building administrator. .

### **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.)

- Conduct surveillance of school buildings, grounds and activities.
- Patrol hallways, stairwells, restrooms and parking areas throughout the school day; check windows, doors and entrances to secure building(s).
- Maintain a visual of the main entrance; greet, screen, and sign-in all visitors when assignment requires.
- Deter admittance of unauthorized persons to the premises; take appropriate action to assist/escort unauthorized persons from school premises; monitor vehicles entering school grounds.
- Report suspicious conditions or disturbances to administration or lead school security officer.
- Provide security for after-school, evening, and/or weekend activities on an assigned, flexible schedule.
- Escort disruptive students to locations specified by school administration; help to minimize physical confrontations.
- Maintain and operate the electronic visitor management system and alarm sign-in system.
- Monitor closed-circuit television (CCTV) cameras and emergency radio; report non-working equipment to administration and lead school security officer.
- Maintain proper functioning of x-ray detection machine; conduct metal detection and x-ray detection screening, as assigned.
- Assist with fire drills and emergency evacuations.
- Supervise students during lunch periods; observe student and/or locker searches, as assigned.
- Assist with the loading and unloading of buses, as assigned.
- Provide security during sports events and other activities, as assigned.
- Perform related work as required.

### **ADDITIONAL DUTIES FOR SECURITY ASSISTANT – SECONDARY SCHOOL LEADS**

- Provide daily leadership and direction to the security staff at the assigned location.
- Interpret, communicate and ensure compliance of assigned staff with security directives, policies, plans, and objectives.
- Work with school nurse and administrative staff to arrange transportation for students during medical emergencies.
- Work with school administration to maintain reports on behavior incidences and attendance issues.
- Schedule security staff to monitor after-school evening, and/or weekend activities.
- Issue parking stickers and permits to students and staff; issue tow orders, as needed.
- Inform school administration regarding concerns with process and procedures, equipment needs, and operational activities.
- Assist with issuing student lockers and resolving problems with access to lockers, as needed.
- Attend training meetings conducted by the Office of Safe Schools.
- Schedule security assistant(s) to provide break/lunch periods for the ISS program (secondary schools).
- Serve as a member of the school Crisis Response Team (CRT).

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must have a general knowledge of the practices, procedures, and strategies regarding the protection of buildings and grounds to provide effective security operations. Must have the ability to recognize and identify activities or situations, which have or may become a problem or emergency. Must have the ability to think and respond quickly, effectively and responsibly during emergencies. Must have the ability to comprehend and/or explain various types of information in a clear and concise manner; interact and respond effectively to students, staff, and the community; and prepare and maintain accurate reports. Must be able to communicate effectively in a clear and understandable manner in both oral and written format. Must be skilled in the use and operation of a closed-circuit television system, security software programs, and other emergency/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.

**PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is required to regularly stand; sit; walk; bend, climb, talk; and hear. The employee must occasionally lift and/or move up to 50 lbs. The employee must be able to read and write reports. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

- Possession of a valid driver’s license
- Must be at least twenty-one (21) years-of-age to be eligible for the Virginia School Security Officer Certification
- Must complete and maintain the following training and certifications:
  - Virginia School Security Officer Certification (recertification every two years required)
  - MANDT System Crisis De-Escalation Training (recertification every two years required)
  - Annual Mandatory Employee Training (AMET) (completion annually)
  - Automated External Defibrillator (AED) and Cardiopulmonary Resuscitation (CPR) Training (recertification every two years required)
  - Basic First-Aid Training (recertification every two years required)