

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

CAMPUS SECURITY AIDE

SALARY SCHEDULE: SSP 7

COST CENTER: SARASOTA SCHOOLS POLICE DEPARTMENT/OFFICE OF SAFETY SECURITY AND EMERGENCY MANAGEMENT (9035)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
- (3) Ability to maintain effective working relationships with students, staff, and the administration
- (4) Demonstrated experience in school security and/or general security preferred.
- (5) Must be able to become certified in the district-approved de-escalation and physical intervention course.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of school and/or other security principles. Knowledge of current computing technologies and software applications appropriate to the position's performance responsibilities. Demonstrated ability to work effectively and courteously with diverse groups of people. Ability to effectively communicate, both orally and in writing. Ability to effectively work as a team member.

REPORTS TO:

Director Safety and Security, Safety and Security Coordinator,

JOB GOAL

To assist in providing a safe and secure learning environment for all District students, staff and visitors.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Patrols and checks property ensuring all doors, gates, and other access points are locked and secured unless manned, and challenges anyone without proper credentials. Makes sure access points are secure.
- * (2) Observes and report anything out of the ordinary, as well as damages to School District properties to the administration, chain of command, and facilities.
- * (3) Assists School District personnel with issues regarding safety, security, and supervision/monitoring of persons and/or places.
- * (4) Assist with Emergency Events at the schools and District ancillary facilities, assisting with making sure the school is put in the proper security footing as well as assisting responders with locating threats.
- * (5) Provide direct support to the administration and School Safety Officers during emergencies including protecting students, staff, and visitors from harm.
- * (6) Patrol and maintain the safety of staff and students in the parking areas. Issues parking warning violations and/or citations as requested.
- * (7) Processing of security-related documents. Ensure that all security systems are logged in and functioning daily.
- * (8) Assist with video surveillance camera operations. If designated during an emergency relay real-time camera information to responders.
- * (9) Assist with the delivery of safety and security-related training.
- * (10) Use positive, effective interpersonal and de-escalation communication skills.
- * (11) Adhere to high standards of punctuality, regular attendance, and required uniform.
- * (12) Participate in workshops and training to update skills.
- * (13) Keep the supervisor informed of potential problems or unusual events.
- * (14) Respond to inquiries and concerns in a timely manner.

- *(15) Be prepared at all times to be reassigned based on emergency events or needs of the district.
- *(16) Prepare all required reports, daily logs and maintain all appropriate records.
- *(17) Follow all School Board policies and department policies and procedures.
- *(18) Exhibit interpersonal skills to work as an effective team member.
- *(19) Demonstrate support for the School District's mission and its goals and priorities.
- *(20) Conduct oneself in the best interest of the District, in accordance with the highest traditions of public education.
- (21) Perform all other duties as assigned.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects or individuals. In an emergency, worker may be required to restrain a physically active individual as a temporary safety precaution.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 6

*Essential Performance Responsibilities