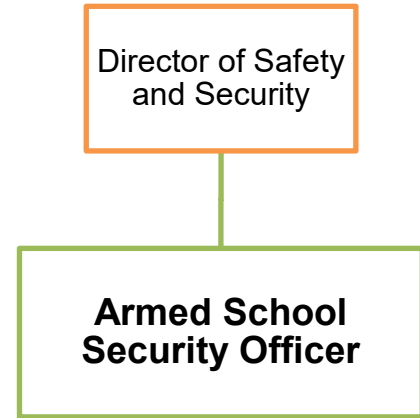


## ARMED SCHOOL SECURITY OFFICER

<b>Job Title:</b>	Armed School Security Officer
<b>Initial:</b>	November 20, 2019
<b>Revised:</b>	August 16, 2024
<b>Work Year:</b>	172 days
<b>Office:</b>	Operations
<b>Department:</b>	Safety and Security
<b>Reports To:</b>	Director of Safety and Security
<b>FLSA Status:</b>	Non-Exempt
<b>Pay Range:</b>	Educational Support Personnel Range 19

### Related Organization Chart



**POSITION SUMMARY:** The Armed School Security Officer maintains safety and security of people, property and facilities at the assigned school campus and serves as the safety and security liaison to the assigned school. Serving as a positive security presence, the Armed School Security Officer assists building leaders with school safety and security.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions 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. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Patrol of district campuses and other property to ensure safety and security of students, visitors, staff, buildings, and property.
- Assists in the coordination of action to be taken concerning threats of violence against students or district personnel, and assists in implementation of safety plan recommendations.
- Assists responding emergency services personnel as needed.
- Checks the security of premises and provides assistance to responding emergency service personnel and/or district personnel.
- Watches for and responds to disturbances, fights, unauthorized visitors, or criminal activity.
- Responds to alarms and other calls for security assistance.
- Intervenes to halt or prevent fights, disturbances, or other incidents, and defuses threatening or confrontational situations.
- Assesses danger and calls for backup or assistance if necessary.
- Issues warnings, reports misconduct, and requests assistance from appropriate personnel as required.
- Ensures students, staff, and visitors adhere to school board policies and regulations while on campus or at district sponsored events.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- Maintains familiarity with and enforces Student Conduct and Discipline Code and other school rules and regulations.
  - Completes necessary reports to document criminal events or discipline code violations.
  - Monitors alarm systems, camera systems, and other security devices.
  - Requests appropriate response from other security officers, other district personnel, and/or public safety and police personnel as needed.
  - Provides student supervision for athletics, activities, and other school/district-related functions.
  - Renders appropriate first aid to injured persons and follows established protocol for reporting injuries.
  - Provides armed escort for funds transfers.
  - Performs other duties as assigned.

**Supervision & Technical Responsibilities:** This position does not directly supervise other employees.

**Budget Responsibility:** This position does not have any direct budget responsibility.

## **QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

### **Education & Training:**

- High school diploma or equivalent.
- Completion of Colorado Post Officer Standards Training (POST) academy, POST-certification training, or similar state law enforcement academy training is preferred.

### **Experience:**

- Experience in school security operations, law enforcement or a related field is preferred.
- Experience working with school aged children is preferred.

### **Knowledge Skills & Abilities:**

- Ability to establish and maintain effective working relationships with supervisors, coworkers, administrators, departments, other agencies, and the general public.
- Ability to greet and interact with the public in a courteous and professional manner.
- Ability to intervene in physical conflict and physically restrain persons to protect property or other persons.
- Ability to effectively manage conflict and to defuse and manage volatile and stressful situations.
- Ability to demonstrate and maintain a positive attitude, citizenship, compassion, courage, discernment, excellence, honesty, hope, integrity, patience, perseverance, reliability, respect, responsibility, and trustworthiness.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to perform responsibilities without the necessity of close supervision.
- Ability to understand and follow complex oral and written instructions.
- Ability to work cooperatively with supervisors, school staff and coworkers.
- Ability to work with students with diverse backgrounds and abilities.
- Basic math skills.
- Critical thinking and problem solving skills.
- Ability to demonstrate and maintain proficiency with firearms.
- Excellent oral and written communication, listening and interpersonal relation skills.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- Proficiency in the use of personal computers and common applications including Gmail/G Suite and Microsoft Office.
  - Ability to work flexible schedules.

**Certificates, Licenses, & Registrations:**

- Valid driver's license required for hire and employment tenure.
- Possess or have the ability to obtain a concealed handgun permit.

**Special Requirements:**

- This is an armed position. Employee must have ability to complete a firearms training course and maintain an annual standard qualification as outlined in board policy and procedure.
- Candidate must qualify for position by passing additional extensive background checks, psychological evaluation, pre-employment drug screening and range qualification.
- May be required to be available to work shift work, including evening hours, weekends and holidays.
- This position is subject to reasonable suspicion and post-incident drug screening.

**OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of the position, the Armed School Security Officer may be required to engage in contact with violent youth and/or adults; physical intervention in assaults and/or fights, or physical restraint of students and/or adults. The following are some of the physical demands commonly associated with this position. While performing duties of this position, the employees is regularly required to:

- Sit, stand, stoop, kneel, crouch/squat, climb, bend, twist, and reach.
- Use oral and auditory capacity to enable clear interpersonal communication in person and/or through communication devices.
- Use eye, hand, and finger coordination enabling the use of vehicles, equipment and writing utensils.
- Lift/push/pull or carry up to 50 pounds.
- Enter and exit vehicle.
- Walk extensively and occasionally run.

**Work Environment:** While performing the duties of this job, the employee will work in various conditions including a typical office or school environment, outdoors and in a district vehicle. Therefore, the work environment includes exposure to outdoor weather conditions and vehicle vibration, and the noise level in the work environment may alternate among quiet, moderate, and loud. While the work environment is mostly clean and comfortable, the employee may experience exposure to dirt, dust, temperature extremes, and noise. Since the employee will work outdoors at times, they may experience exposure to adverse climate and weather conditions. In addition to the employee's assigned work schedule, the employee may be required to work extended school/work hours and/or days as directed.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, coordinate, instruct, compile, analyze, evaluate, negotiate, and use interpersonal skills. The employee is frequently required to interact in person and communication with students, staff, parents, and members of the public.