LAKELAND SCHOOL SYSTEM
JOB DESCRIPTION
SCHOOL SECURITY OFFICER

MINIMUM TRAINING AND QUALIFICATIONS:
- High School Diploma or GED
- Minimum 21 years of age
- Dependable transportation to various sites
- Previous service as a law enforcement officer required
- State Security Permit (PPS) and Experience Preferred
- Maintain minimum standards and compliance with all laws, rules, and regulations of the peace officer standards and training (POST) commission
- Forty (40) hours of basic training in school policing within previous twelve (12) months required
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

JOB GOALS
The School Safety Officer will provide support to the instructional process with specific responsibilities for the safety and welfare of students while on school grounds; visibility in the school community; monitoring personnel and/or visitors; and enforcing the school and District policies, procedures and regulations pertaining to student academics, behavior, and drug prevention initiatives. This job reports to the Superintendent and the Lakeland Elementary School Principal.

PERFORMANCE RESPONSIBILITIES
- Provides protection for Lakeland School System employees and property; control entrances and exits of visitors, students and employees through identity checks, notations of purpose for visits, and detain unauthorized persons
- Patrols school grounds to maintain security watches for disturbance and check for violation of established laws, ordinances, rules and regulations; contact appropriate law enforcement agencies when assistance is required
- Escorts students, school personnel and/or visitors for the purpose of providing direction, ensuring safety and providing site security.
- Works in close partnership with administrators and school personnel to provide a safe school environment
- Works with local law enforcement agencies in accordance with relevant law and District policy
- Collaborates with community agencies (e.x. law enforcement, courts, mental health, etc.) for the purpose of addressing individual cases and/or taking action regarding criminal activities, vandalism, etc. for the safety and security of the school site.
- Monitors student behavior during and between assigned periods for the purpose of ensuring student compliance with established guidelines, maintaining a safe and positive learning environment, and secure facility
- Refers incidents including personal injuries, altercations, suspicious activities, rule violations, etc. to appropriate site personnel and/or city police for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.
- Responds to a variety of situations (e.g. accidents, injuries, vandalism, suspicious activities, alarms, etc.) for the purpose of taking the appropriate action to resolve immediate safety and/or security concerns.
- Communicates safety and security policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.
- Assists in conducting and monitoring fire drills, lock downs and other emergency procedure drills for the purpose of complying with established guidelines.
- Responds quickly to calls regarding unruly students and/or visitors.
- Secure parking areas, direct traffic and investigate accidents which occur on school grounds.
- Maintains a variety of files and records (schedules, incident reports, emergency drill records, residency investigation logs, etc) for the purpose of ensuring the availability of information for future reference and/or audit for compliance to established policies.
- Works with students, parents, and the public throughout the school system on a positive and professional level.
- Participates in department meetings, in-service training and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Patrols school facilities (e.g. grounds, roads, buildings, adjacent areas, parking lots, etc.) for the purpose of providing visibility, maintaining security and deterring criminal activities.
- Prepares written materials (e.g. incident reports, referrals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Assist Student Services Facilitator with district residency investigations.
- Works closely with Student Services and school personnel to address truancy and chronic absenteeism concerns.
- Responds to inquiries from students and parents regarding campus security issues for the purpose of providing information, direction and/or referral for addressing inquiry.
- Warns violators of possible infractions.
- Establishes and maintain satisfactory, respectful working relationships within the school environment, district staff, and community stakeholders.
- Performs other duties as assigned by the Superintendent or Lakeland Elementary Principal.