



Appomattox Regional Governor's School

“Nurturing gifted and talented creative thinkers in the fine, performing and technological arts.”

POSITION DESCRIPTION

Date: March 26, 2020

Job Title: School Security Officer

Work Location: High School 9th – 12th Grades

Immediate Supervisor: Executive Director

Terms of Employment: Temporary Work Agreement/10 Months

Start Date: August 27, 2020

General Description:

Responsible for providing a safe and secure environment. Provides protection services for students, staff and school property. Patrols assigned school buildings, grounds and facilities to enforce School Board policies and regulations. Work procedures and policies are outlined in detail. Tasks performed require the application of some previous general law enforcement or security training or experience.

Essential Job Functions:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Patrols assigned areas, buildings, grounds, and parking lots to prevent fire, theft, vandalism and unauthorized and illegal entry.
- Ensures that parked vehicles are properly registered.
- Ensures that individual on school grounds are those with legitimate business with the school.
- Ensures the physical security of the building; reports any unusual conditions or maintenance problems to appropriate staff.

- Works with other school officials and staff to maintain and correct problems, promote safety, promote pride and ownership of school facilities among students.
- Perform other related duties as assigned.

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger; reach with hands and arms; handle paper files, records, computer and equipment controls; talk and hear. The employee is required to stand, walk and sit. May be required to use crisis prevention or intervention techniques. May be required to lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

Work Environment:

Work is performed in a public high school. The employee may be required to work outside during various weather conditions and around moving vehicles. The noise level in the work environment varies.

Knowledge/Skills/Abilities:

Considerable knowledge of safe and effective security procedures and methodologies. Possess skills to use a personal computer, printer, and multi-line telephones, monitor security cameras and maintain daily record keeping of all students and visitors entering and exiting the school. Working knowledge of School Board and assigned school policies and regulations. Demonstrated ability to investigate, identify and correct problems and to interpret and apply school regulations in a non-threatening and cooperative manner. Demonstrated ability to work independently and assume responsibility for assigned work areas and to communicate effectively with students, staff, parents and school officials.

Requirements:

Education, training or experience sufficient to demonstrate the required knowledge, skills and abilities.

Submit ARGS employment application, resume and references to: Mrs. Veronica A. Kouassi Small, Assistant Director at (804) 722-0200 ext. 110 or email vkouassi-small@args.us

Position will be open until filled.