



Job Description

Position Title: Campus Security Officer

Reports To: Director of Operations

FLSA Status: Non-Exempt

Work Schedule: School Calendar and Assigned Events

Primary Duties and Responsibilities

Protect students, staff, visitors, and school property from potential threats.

- Maintain a visible security presence throughout the campus.
- Conduct routine patrols of all buildings, parking lots, playgrounds, athletic areas, and perimeter fencing.
- Monitor entrances, exits, gates, and visitor access points.
- Enforce school safety, security, and visitor management procedures.
- Monitor suspicious activity, criminal behavior, safety hazards, and policy violations.
- Respond immediately to security incidents, disturbances, threats, and criminal activity.
- Assist with student arrival, dismissal, extracurricular activities, and special events.
- Coordinate with local law enforcement agencies regarding public safety concerns.
- Assist with monitoring security cameras, access control systems, alarms, gates, and related security infrastructure.
- Conduct periodic physical security inspections and identify vulnerabilities requiring corrective action.

Secondary Functions

- Serve as a first responder during emergencies until additional emergency personnel arrive.
- Support implementation of the school's Emergency Operations Plan (EOP).
- Assist with lockdowns, lockouts, evacuations, shelter-in-place events, reunification operations, severe weather responses, emergency drills, tabletop exercises, and safety planning activities.
- Assist in maintaining compliance with state school safety requirements and best practices.

- Coordinate with fire, EMS, emergency management, and law enforcement agencies during emergency incidents.
- Participate in Behavioral Threat Assessment Team activities as assigned.
- Assist in identifying, documenting, and mitigating potential threats to campus safety.
- Support campus safety audits, inspections, and corrective action planning.

Support Functions

- Build positive working relationships with students, staff, parents, and community partners.
- Serve as a resource to staff and students regarding safety-related concerns.
- Assist with conflict resolution and de-escalation when appropriate.
- Complete incident reports, witness statements, security logs, and other required documentation.
- Maintain accurate records of incidents, investigations, and security activities.
- Report significant incidents and concerns promptly to school administration.
- Attend required meetings, training sessions, and professional development activities.
- Assist with other safety, security, and operational duties as assigned by the Director of Operations.