



## ST. ANNE SCHOOL

### **JOB DESCRIPTION**

#### **School Security Officer**

St. Anne School, an independent Catholic School in Laguna Niguel, is seeking exceptional security office for a school. We are looking for a talented, energetic, hard-working, team player to join our strong faculty.

#### **RESPONSIBILITIES:**

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Board of Directors and Administrators.
- Insures the health, safety, and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.
- Attends faculty and administrative meetings as needed.

#### **DEFINITION:**

The School Security Officer is responsible for the Supervision and monitoring of the school campus and parking area. The School Security Officer performs a variety of security-related activities and assists facilities as needed.

#### **DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Supervises patrols and monitors school campus, restrooms and parking areas including night time school events.
- Discourages vandalism.
- Develops positive rapport with parents, teachers, students, and co-workers
- Uses positive reinforcement strategies and other appropriate techniques to assist students in the development of appropriate behavior and an appreciation of human diversity.
- Reports violations of school rules or illegal actions to administrators when appropriate.
- Monitors the perimeter of the campus to encourage students' consideration of private property near the campus and to discourage non-students from loitering or entering the campus.
- Maintains order, security, and control of the school campus and parking areas.
- Uses good judgment regarding appropriate action to assist an injured or physically ill student.
- Encourages a clean campus environment.
- Verifies student passes
- Distributes messages and assists in locating students in specials classes or at lunch or recess

Revised 6/20/2018

- May contact law enforcement personnel as authorized by school administrators.
- Assists with bus loading and unloading of students.
- Assists with facility needs as time and duties allow with the set up of school events, deliveries of goods and other related duties as required.

## **QUALIFICATIONS:**

### **Knowledge of:**

Safety rules and regulations pertaining to the school campus; rules and regulations concerning school campus control, security, and appropriate student behavior; record keeping techniques; safe control, and monitoring methods and procedures.

### **Ability to:**

Enforce campus security, control, rules, and regulations; maintain a positive attitude toward students, parents, and staff. Maintain knowledge of current issues and trends circulating on campus; endure physical stress; maintain composure under stressful situations; perform effectively and assertively in situations requiring tact, diplomacy and good judgment; move quickly about the entire campus; operate a hand-held two-way radio; communicate effectively in oral and written form, particularly with adolescent students; appreciate human diversity; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the St. Anne School Mission Statement in communication with parents, students and staff.

### **Education/Experience:**

Any combination equivalent to Completion of the twelfth grade and one year of experience working with youths in an organized setting.

### **License/Certificate Requirement:**

Possess of a valid California Driver's License.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed while patrolling and monitoring the school campus.

**Physical:** Primary functions require sufficient physical ability and mobility to stand, walk or drive a golf car on campus in various weather conditions; to climb stairs; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate equipment as trained; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Hours:** Twelve-month, Non-exempt hourly employee, Shift 9:00 am- 6:00 pm.

**Reports to:** Director of Facilities and Safety

This is a full-time hourly non-exempt position. Please send cover letter, resume, and references to the Director of Human Resources, Melissa Vergara at [hr@st-anne.org](mailto:hr@st-anne.org).

Revised 6/20/2018