

Middletown, CT Job Description

Classification Title	Campus Safety Officer
Job Code	
Department	Board of Education
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to provide a safe and secure environment for the school community, administer a positive relationship between youth and school administrators/personnel. ~~The position acts as a visible, active, enforcement officer in the school dealing with security matters inside and outside the school building. The work is performed under the direction of the Superintendent of Schools and Middletown Board of Education and reports directly and receives direction from the School Principal~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Maintains safety and security of school buildings, grounds and facilities.
- ~~Patrols campus perimeter, lunch areas, hallways, classrooms, locker rooms, rest rooms, gates, parking lots and bus stops; maintain order and security of facility; escort students to office for action as needed, report unusual activities or unauthorized persons.~~ Conducts complete security sweep of premises. Monitors video cameras. Posts in heavy traffic areas.
- ~~Assist visitors to facilities. Approaches visitors and suspicious or unauthorized individuals and determine reasons for being on school grounds; detain or report individuals suspected or guilty of illegal or prohibited activity according to established procedures.~~ Enforces school rules, regulations and policies for the safety and security of students, staff, cars and property. Enforces appropriate restrictions and regulations.
- Observe students during periods between classes. Prevents unauthorized departure from school premises. Escorts students as needed. Intervenes in student conflicts.
- ~~Maintains records of contacts and activities~~ Controls bus and motor vehicle traffic.
- ~~Reports incidents and observations to appropriate school or law enforcement authorities. Works cooperatively with law enforcement agencies on violations of school policies, local, state and federal laws.~~

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- ~~• Observe and report student behavior to assure compliance with school rules; determine need for referrals according to guidelines.~~
- ~~• Operate a communication device as designed.~~
- ~~• Reports to administrator any building conditions or practices that interfere with security maintenance in the building or on the grounds~~
- ~~• Acts as liaison between students.~~
- ~~• Attend staff and other meetings or in-services as assigned.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~A Bachelor's Degree in Criminal Justice, Social Sciences or a related field with two years of progressively responsible security and/or education experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires certification in CPR and First Aid and the ability to successfully complete a background investigation. Candidate must possess a valid Connecticut Driver's License.~~

Other

Position requires certification in CPR and First Aid and the ability to successfully complete a background investigation. Candidate must possess a valid Connecticut Driver's License.

PREFERRED QUALIFICATIONS

A Bachelor's Degree in Criminal Justice, Social Sciences or a related field/

KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.~~Knowledge of school and education laws

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- ~~Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. Ability to handle safety equipment~~
- ~~Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as incident reports, investigations, warrants, ordinances, statutes, policy manuals, health and safety policies, Board of Education policies and non-routine correspondence. Must possess crisis intervention skills including fire safety, crowd control and traffic control~~
- ~~Requires the ability to communicate orally and in writing with the School Administration, parents, students and educational staff, City Administrators and other City departments, social agencies, taxpayers, consultants, law enforcement personnel, attorneys and the public. Ability to identify potential intruders, trespassers, suspicious behaviors and hazardous conditions~~
- ~~Requires the ability to perform duties with patience, tact, good judgment and composure within established guidelines.~~
- ~~Ability to learn about the school districts organization, operation, policies and objectives.~~
- ~~Bi or multi-lingual is highly desirable~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Define problems, collect data, establish facts, and draw valid conclusions

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- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Mmeet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert moderate physical effort that may require lifting, carrying, pushing and pulling of objects weighing over 25 lbs.~~
- ~~Tasks involve the ability to exert moderate physical effort that may require running, climbing and lifting during situations.~~

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- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds and smells associated with job-related objects, materials and tasks.~~

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~• Ability to work under conditions that require exposure to environmental factors such as temperature and noise extremes, strong odors, bright/dim lighting, traffic hazards or violence. This exposure may cause some discomfort and presents a risk of injury. Potential physical hazards involving intervention, anti-social, illegal and violent behavior is a risk.~~

Position requires stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling and lifting.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	02/26/15
Dates revised	