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Class Specifications for the Class:

SCHOOL SAFETY AND SECURITY OFFICER

Duties Summary:

Assists in the implementation of School Safety and Security Programs by performing a variety of duties, at the school-level, involving the protection of students, staff, patrons and property of the Department of Education; supervises school security attendants; fosters positive school-community relations; and performs related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility in assisting in the implementation of School Safety and Security Programs by performing a variety of duties, at the school-level, involving the protection of students, staff, patrons and property of the Department of Education. Under the direction of the School Leader, the position assists in the effective implementation of school safety and security policies and procedures of the Department and maintains a safe and secure environment in a school; and supervises school security attendant staff.

Examples of Duties: *(Positions may not be assigned all of the duties listed nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Under the direction of the School Leader, assists in the implementation of School Safety and Security Programs.

Oversees the day-to-day security operations of the school; supervising the security attendant staff; ensuring the monitoring and directing of traffic flow to reduce congestion and assure safety, etc.

Ensures the implementation of school security strategies on a daily basis.

Plans and schedules daily work assignments of the school security personnel of assigned school.

Supervises security activities at the scene of major incidents.

Provides work direction and guidance to school security personnel; e.g. how to handle volatile situations; providing guidance on better handling certain situations, etc.

Interprets and communicates security directives, policies, plans, and objectives to subordinates and ensures compliance.

Provides safety and security related orientation and training to school security personnel.

Establishes performance standards for subordinates, prepares performance evaluations, and recommends, as needed, appropriate personnel actions.

Patrols school interior and grounds during regular hours or special assignments.

Investigates and reports suspicious persons or unusual incidents.

Enforces regulations establishing a tobacco-, alcohol-, weapons-, and drug-free school setting. Involves preventing and breaking up fights, addressing bullying and general student misconduct; and brings violators to the administrator's office for disciplinary consideration.

Intervenes in situations likely to result in disruption or injury and directs students to refrain from such conduct.

May assist the School Leader with investigations of truancy, property loss, theft, damage, or other student misconduct.

Acts as liaison between the school and community first responders; invites first responders to observe evacuation drills and to participate in reviewing school emergency plans.

Serves on the school safety committee to assist with reviewing and evaluating injury and illness data to identify and address trends to reduce accidents; reviewing and updating school emergency plans; evaluating the effectiveness of the safety and health programs; reporting safety concerns to the committee; and investigating accidents.

Serves as a member of the school emergency response team.

Assists with improving school emergency readiness in addressing areas of prevention-mitigation; preparedness; and response and recovery to natural and man made hazards.

Prepares written reports.

Knowledge and Abilities Required:

Knowledge of: Laws, rules and regulations pertaining to a department's or agency's security programs; law enforcement methods, techniques and procedures pertaining to the protection and security of personnel and property; methods of maintaining law and order within premises patrolled; principles and practices of supervision.

Ability to: Understand, carryout, and issue oral and written instruction; assign and oversee the work of others; supervise subordinate security staff; explain and apply laws, rules and regulations concerning the protection of property; apply standard security procedures and practices; make recommendations on policy and procedural matters; analyze hazards and identify risks; develop strategies to reduce risks and eliminate hazards; coordinate emergency response and recovery operations; establish and maintain good working relationships with others; relate to, communicate with, and supervise young adults in order to help establish and maintain an appropriate and safe school environment; communicate effectively orally and in writing; prepare reports.

Minimum Qualification Requirements for the Class:

Education Requirement:

Graduation from high school or equivalent.

Registration Requirement:

Applicants must be registered as a Guard with the State of Hawaii Board of Private Detectives and Guards, in accordance with Act 208, Session Laws of Hawaii 2010.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had work experience of the kind and quality described below, or any equivalent combination of training and experience:

Class Title	Spec Exper (yrs)	Supvry Exper (yrs)	Total Exper (yrs)
School Safety and Security Officer	2	*	2

Specialized Experience: Progressively responsible work experience in the enforcement of security laws, rules and regulations pertaining to the protection of personnel and property.

Supervisory Experience: Experience in directing or supervising personnel in security duties. This experience must have included responsibility for scheduling and assigning the work of subordinates; instructing employees in the proper method of performing the work; and keeping records of work activity.

*Applicants must have demonstrated evidence of supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by detail to supervisory positions; by completion of training courses in supervision accompanied by application of supervisory skills in assignments; or by favorable appraisals of a supervisor indicating the possession of supervisory potential.

Substitutions Allowed:

1. Successful completion of a security training course (e.g., reserve police, military police, police academy or equivalent) may be substituted for one year of Specialized Experience.
2. Successful completion of a two-year or four-year program in police science from an accredited college or university may be substituted for one year of the Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate the ability to perform the duties of the position.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Organizations requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

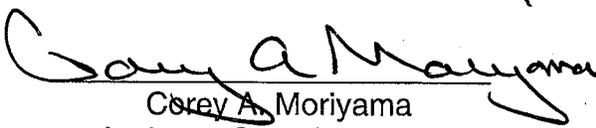
Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class SCHOOL SAFETY AND SECURITY OFFICER that was approved on May 28, 2010.

DATE APPROVED: 7/15/2013

EFFECTIVE DATE: 7/1/2013


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