

DEPARTMENT OF EDUCATION  
STATE OF HAWAII  
CIVIL SERVICE

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Specifications for the:

SCHOOL SECURITY ATTENDANT I, II, III

Duties Summary:

Provide a safe and secure environment to ensure that students, teachers, and staff can learn, work, thrive, and succeed at school and in the workplace. This position patrols a school campus and establishes positive relationships with students, employees, parents/guardians, and the community to detect, respond to, and proactively mitigate/prevent threats, potential disturbances, loitering, and criminal activities on the campus. This position also provides practical assistance to students and staff; enforces school rules and regulations; observes and reports any unusual occurrences, illegal, and suspicious activities; reports property damage to administrators; and performs other duties as required.

Distinguishing Characteristics:

The primary function of this series is to maintain security for staff, students and property. Positions in these classes patrol school property, stairwells, restrooms, courtyards, entrances, parking lots, and other parts of school buildings and grounds to protect staff, students, and property. This position maintains order and ensures compliance with school rules; directs all visitors on school premises who do not possess staff or student credentials to the school administration office or asks them to leave; assists school administration with the decision/need to contact law enforcement and/or emergency services; inspects student passes during times when classes are in session and escorts/directs those lacking a pass to the appropriate office; responds to safety, security, and emergency incidents, as necessary and when notified; may answer telephones and relay messages to appropriate staff; may provide security services at extracurricular activities; may escort disruptive or uncooperative students from areas in which they are under staff supervision to the administration office; notifies students, faculty, staff, and visitors of school parking/traffic violations; and makes oral and/or written reports regarding work-related incidents.

Grade Level Standards:

In this series, the level of the school is determined by the terminal grade. Elementary refers to a school with terminal grade 5 or 6, intermediate/middle schools have terminal grades 8 or 9, and the high school terminal grade is 12. Schools with multiple levels (e.g., Kindergarten to 8 or 12; or grades 7 to 12) are evaluated by the terminal grade.

Level I: This level provides safety and security duties at an elementary school.

Level II: This level provides safety and security duties at a middle, intermediate, or combination of an elementary and middle or intermediate school.

Level III: This level provides safety and security duties at a high, combination of a middle or intermediate and high school, or Kindergarten to grade 12 school.

*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 duties that are logical for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Performs campus supervision by patrolling the school grounds during class, lunch period, before and after school hours; observes and reports unusual student behavior on campus; interacts with students and encourages them to seek assistance and/or counseling if they are having problems; ensures the safe and orderly movement of pedestrians and vehicular traffic in and around the school grounds and may supervise and monitor the JPO program; enforces school rules and regulations by prohibiting student smoking, gambling, fighting, vandalism, etc.; inspects and patrols playground, bathrooms, assembly areas, cafeteria, and other facilities to identify safety and security hazards; corrects or reports hazards as appropriate; directs unauthorized persons and drivers off the school premises; observes, assesses, and reports to administrators any concerns and unusual non-student behavior; assists the school administration and staff with supervision and control at special student activities such as assemblies, pep rallies, athletic events, and dances; instructs loitering students to proceed to their destination; assists teaching staff and others in handling overt disturbances; informs school administrators and others of critical situations which may require police, fire, or other outside assistance; and may activate alarm as necessary.

Knowledge and Abilities Required:

Ability to: Give and receive simple oral and written instructions; observe and report, orally and/or in writing, any unusual student behavior; give assistance and simple guidance to students; think and act quickly in an emergency; decide on and provide appropriate measures to prevent damage to others and/or property; and get along well with others.

Minimum Qualification Requirements:

Experience Requirements:

Applicants must possess the ability to read, write, and understand oral and written English, follow oral and written instructions, and perform simple arithmetic.

|           | General Experience | Specialized Experience | Total Experience |
|-----------|--------------------|------------------------|------------------|
| Level I   | 6 Months           | -                      | 6 Months         |
| Level II  | 6 Months           | 1 Year                 | 1.5 Years        |
| Level III | 6 Months           | 2 Years                | 2.5 Years        |

General Experience:

Experience such as administrative, technical, clerical, or other work that involves following written procedures, rules, or regulations in contact with coworkers, supervisors, or members of the public to provide a service, respond to inquiries, obtain information, or provide direction.

Specialized Experience:

Experiences such as working with a government, military, private or non-profit organization, or a school system that involved protecting property and people against such hazards as fire, theft, damage, accident, or trespass; or maintaining order and protecting life. Such experience must have provided a knowledge of basic protective systems.

Substitutions Allowed:

1. A high school diploma may be substituted for six months of general experience.
2. Experience of one year or more in law enforcement, security, or an honorable discharge from military service may be substituted for six months of the general experience and one year of the specialized experience.
3. Successful completion of an associate degree or higher at an accredited college or university may be substituted for six months of the general experience and 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 that the applicant has the ability to perform the duties of the position for which the applicant is being considered.

Certification Required:

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

Selective Certification:

Specialized knowledge, skills, and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligible people who possess the pertinent experience and/or training required to perform the duties of the position.

Tests:

Applicants may be required to qualify for 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 accommodations.

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This is the first specifications for the new classes, "SCHOOL SECURITY ATTENDANT I, II, and III," replacing the School Security Attendant class of work that was approved on 07/15/2013.

DATE APPROVED: Feb 24, 2023

  
Sean Bacon (Feb 24, 2023 08:35 HST)

EFFECTIVE DATE: 04/01/2023

Sean Bacon  
Assistant Superintendent  
Office of Talent Management