

**JOB STATUS:** OPEN  
**POSTING DATE:** 11/12/2021  
**CLOSING DATE:** 06/30/2022  
**POSTING NUMBER:** 011243  
**LOCATION:** Security & Safety  
**POSITION TITLE:** SECURITY OFFICER  
**QUALIFICATIONS:** High school diploma or General Education Diploma (GED); Must have a Basic Security Officer Training Course Level II certificate of completion from a Commission approved Level II training school and must be 21 years of age. Ability to work with diverse groups and possess effective written and oral communication skills. Able to read, write, speak and understand English. Must possess a valid Texas/New Mexico driver's license; subject to the district's drug and alcohol screening policy and regulation; must be insurable by the district's auto liability insurance carrier.

**Mental Demands/Physical Demands/Environmental Factors**

Must be able to lift, carry, push and/or pull up to fifty (50) pounds; able to work under all weather conditions; extended periods of walking, standing, bending, reaching, kneeling, stooping and lifting. Maintain emotional control under stress; ability to work with frequent interruptions; frequent prolonged and irregular hours; occasional district-wide travel.

**JOB DESCRIPTION:** Follow and perform routine security duties to provide for the safety of students, staff, parents, and community members. Adhere to federal, state laws and regulations, as well as, district policies regulations and procedures.

**RESPONSIBILITIES:**

1. Patrol campus area(s) as assigned; observe traffic, both vehicular and by foot; identify and address incidents relating to parking, loitering, and maintaining peace and order in the area.
2. Take necessary action to resolve situations found on campus that are not in compliance with established district policy. Warn, restrain and/or detain violators or suspects when necessary.
3. Remain alert to detect accidents, vandalism, fire, theft, and safety hazards; contact immediate supervisor if assistance of any type is required during performance of assigned duties.
4. Know the location and proper use of emergency equipment available on each site in the event of an emergency situation.
5. Ensure that campus or assigned area is cleared of all unauthorized personnel and that all police related actions are in accordance with the rules and regulations as prescribed by the Texas Department of Public Safety and the district.

- 6. Exercise dependability, punctuality and reliability in the performance of assigned duties; assume responsibility for safe working conditions and exercise safe working habits.
- 7. Document and maintain a written activity log of incidents.
- 8. Report any unusual conditions or malfunctioning of heating, plumbing or electrical systems.
- 9. Able to work extra duty hours with minimal notice.
- 10. Perform other tasks consistent with the goals and objectives of this position.
- 11. Attendance at the work site is required to meet essential functions of the job.

**Other Responsibilities**

- 1. Participate in professional development activities as required by the district.
- 2. Follow established safety procedures and techniques to perform job duties; support district/department goals.
- 3. Maintain a professional code of ethics and perform other duties as assigned.

**EXPERIENCE:**

Refer to qualifications.

**OTHER INFORMATION:**

**APPLY TO:**

[www.yisd.net](http://www.yisd.net)

**SALARY:**

Ancillary Level 105

**DAYS:**

260

FROM - TO -

**Employee Group**

**START DATE:**

To Be Determined