



COLUMBIA BOROUGH SCHOOL DISTRICT

POSITION GUIDE

TITLE:	School Safety Officer	Revised:	08/15/2023
DEPARTMENT:	School Safety	Position:	Support Staff
LOCATION:	District Schools	Salary:	Hourly
REPORTS TO:	Safety & Security Manager and Building Principal		

SUMMARY OF PURPOSE

Ensures the safety, security, and welfare of students, faculty, and staff, families, approved visitors, as well as school grounds. The School Safety Officer (SSO) will work with the District Safety & Security Manager and school administrators to implement procedures that will help create a campus environment that is positive, supportive, and safe.

ESSENTIAL FUNCTIONS

1. Build positive relationships with students, faculty, staff, and the surrounding community to establish a safe and supportive learning environment.
2. Exhibits ethical and professional behavior; ensures that students are always treated with dignity and respect.
3. Responds and investigates incidents and disturbances with efficiency; defuses and de-escalates misconduct or inappropriate student behavior.
4. Completes, organizes, and submits incident reports in accordance with departmental procedures.
5. Regularly patrols school perimeter and facilities, including security checks of school sites including the school buildings, ensuring that access is limited to approved and specified points of entry, as well as school grounds, athletic facilities, and parking areas.
6. Provides security for all School District facilities, including extracurricular activities.
7. Patrols hallways and stairways checking for student and visitor passes.
8. Monitors restrooms.
9. Assists with cafeteria duty.
10. Assists with delivering assignments to the ISS rooms and ISS lunch counts to the cafeteria.
11. Escorts students between the ISS rooms and the Principal's Office or Nurse's Office.
12. May be assigned by the building principal to assist in student supervision in any of the following areas:
 - a. Cafeteria
 - b. Hallways

COLUMBIA BOROUGH SCHOOL DISTRICT

POSITION GUIDE

- c. Study Halls
- d. In-School Suspension/Restorative Practices Rooms
- e. Outdoor Campus, including parking lots
- 13. Working as security at extra-curricular events
- 14. Participate in campus-wide faculty meetings and/or in-service opportunities (if available).
- 15. Knowledge and ability to instruct students of different age groups and backgrounds, both individuals and groups, considering various modalities and methods.
- 16. Willingness to accept a flexible schedule as required (includes evenings, weekends and /or summers).
- 17. Understanding of event programs within the district.
- 18. Visible for staff members, community members and students during the event(s).
- 19. Perform other tasks as requested or assigned by the administration.

KNOWLEDGE, SKILLS, AND ABILITIES

This position requires the following skills:

- Demonstrate proficiency with technology/computer software such as, but not limited to Microsoft office suite, Microsoft teams and Google suite
- Demonstrate a high level of organization and a focus on details
- Possess good communication skills, both written and verbal,
- Ability to maintain confidentiality at all times
- Able to work independently and learn new skills quickly
- Demonstrate flexibility
- Able to multi-task
- Must be a team player
- Ability to establish and maintain effective working relationships with those contracted in the course of work
- Ability to analyze situations accurately and adopt an effective course of action
- Follow good health and safety principles and practices

DEPARTMENT/ORGANIZATION

- Makes decisions consistent with the CBSD credo, motto, and service values.
- Builds strong relationships and create responsible caring citizens
- Creates unique, memorable, and personal experiences for those encountered
- Understands role in achieving district goals to ensure the success of students
- Continuously learns and grows professionally
- Seeks opportunities to improve the CBSD experience
- Creates a work environment that is positive and supportive
- Creates an environment of teamwork and lateral service so that the needs of all stakeholders are met
- Takes pride in professional appearance, language, and behavior.
- Serves as an ambassador of CBSD and protects the privacy of others and confidential district information
- Responsible for a clean, welcoming, and safe environment
- Performs other functions as assigned by Supervisor

COLUMBIA BOROUGH SCHOOL DISTRICT

POSITION GUIDE

MARGINAL FUNCTIONS

Marginal Functions will vary with the specific assignment and depend on the position function for which the person is responsible.

SCOPE AND IMPACT

This position works independently in the performance of the essential functions. Contacts include district administrators, students, parents, teachers and outside organizations and agencies.

MINIMUM REQUIREMENTS

This position requires:

1. Minimum of high school diploma or equivalent
2. Possess Pennsylvania driver's license
3. Congenial personality
4. Good moral character
5. Ability to work with other adults and children
6. Satisfactory Act 34, 151, FBI clearances and Act 168
7. Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)

PHYSICAL/COGNITIVE/ENVIRONMENTAL

Physical Demands:	Sitting 15%, walking/standing 85% Ability to reach above and below the waist Ability to use fingers to pick, feel and grasp objects Must be able to stoop, bend, and twist the body Ability to lift and/or carry supplies weighing up to 30 lbs. or more Ability to stand or walk for extended periods of the workday Ability to sit for extended periods during athletic event (if applicable)
Sensory Abilities:	Visual and Auditory acuity Visual acuity to read correspondence and computer screens Auditory acuity to be able to deal effectively with people
Work Environment:	Typical public education environment. Subject to inside and outside environmental conditions
Temperament:	Must possess excellent interpersonal skills Must be able to work in an environment with frequent interruptions Able to receive oral communication Able to make judgments and work under high level of stress
Cognitive Ability:	Ability to communicate effectively Ability to organize tasks Ability to handle multiple tasks

COLUMBIA BOROUGH SCHOOL DISTRICT

POSITION GUIDE

Ability to exercise good judgment

Ability to follow written and verbal directions.

Mental: Ability to define problems, collect and organize information, establish facts, and draw valid conclusions to solve the problem/handle the situation and use clear and good judgment. Must be able to remain calm in what can become a stressful environment.

I have reviewed the essential functions; knowledge and skill requirements; and physical/mental/environmental demands of this position. By my signature I verify that I can fulfil all essential functions, requirements and demands of the position as stated with or without reasonable accommodation.

X _____

Signature

Date

The above description covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities the inclusion of which would be in conformity with the major purpose of this job - Reasonable accommodations will be reviewed, evaluated, and may be made to enable individuals with disabilities to perform the essential functions of this position.