

**Job Title:** Substitute School Security Officer  
**Reports to:** Director of Safety & Security  
**Work Schedule:** On-Call Basis  
**Salary:** Salary Schedule #14-E1&2-04

**Position Summary:**

In the absence of the regular employee, the Substitute School Security Officer is responsible for supervising and monitoring student behavior, mediating disputes, assisting with investigations, participating in incident prevention and apprehension as required, and patrolling campuses and parking lots on school property as student activities demand.

**Essential Job Functions:**

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Patrol and supervise campus to ensure personal/property protections
- Assist building administrators with keeping unauthorized visitors from buildings, grounds, and hallways; report unauthorized visitors to administrator; keep hallways and grounds clear of unauthorized students during regularly scheduled class periods
- Assist in locker/student searches for weapons/drugs/contraband; investigate minor thefts, vandalism, drug-related incidents, and other disturbances and refer to administrator for further investigation for record keeping purposes
- Conduct security investigations and provide security at other school facilities or functions as directed
- Coordinate the apprehension of students who violate district rules and civil laws, provide assistance to law enforcement and other public service agency representatives who are participating in the apprehension of student violators as required, and testify in court of law when directed
- Apprehend individuals who violate laws, ordinances, and/or board policies on school property or at school activities/events
- Enforce district tobacco-free policy, drug, and alcohol policies
- Evaluate and assess school disturbances with the assistance and advice of other school personnel
- Keep detailed records, prepare and submit reports as needed, and prepare trespass notices
- Establish and maintain effective liaison with appropriate police and fire agencies
- Keep informed of current security/law enforcement techniques
- Maintain updated knowledge on school policies and procedures that affect this position
- Comply with district safety rules and regulations
- Assist in all emergency situations according to district emergency preparedness plan
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

**Desired Skills:**

- Ability to de-escalate potential violent behavior and to mediate disputes
- Ability to investigate criminal activity
- Ability to work as a team member with building administrators
- Ability and willingness to learn effective behavior management techniques
- Ability to monitor and correct student behavior
- Ability to oversee student activities and be fair and consistent
- Ability to follow and give instruction

**Minimum Qualifications:**

- High School Diploma or equivalent (documentation required at time of application)
- Right Response training to be maintained for the duration of this job (obtain within 30 days of hire date – district provided)
- Valid Washington State Driver’s License maintained for the duration of this job
- Experience and/or training with cultural, ethnic, and language diversity preferred

**Minimum Qualifications (continued):**

- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required trainings thirty (30) calendar days from hire date

**Work Environment:**

Work is performed in a variety of locations including within district buildings and outdoors. Employee may be required to work outdoors in inclement weather for long periods of time, to deal with a wide range of student behaviors which may include angry or distraught students, to deal with a wide range of conditions which require some lifting and/or restraining of students, and to stand or sit for prolonged periods of time. The hours of work may vary to include after-school, evening, and off-campus school activities such as sporting events, field trips, school-sponsored social activities, and transportation of school personnel, parents, and students.

**Evaluation**

The substitute shall be evaluated periodically by the Director of Safety & Security pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

**Classification History**

Job description developed January 2006.

Job description revised April 2009.

Job description revised April 2011.

Job description revised April 2012.