

SAFETY AND SECURITY SPECIALIST

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Patrols assigned schools; performs security inspections; investigates and responds to security incidents; assists with the development and application of a school security plan; and performs related duties as required or assigned.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Operates patrol to assigned schools to detect and deter fire, theft, vandalism and other unauthorized activities and conditions which could endanger students, personnel, and property of Fauquier County Public Schools (FCPS).
- Performs security inspections of schools, which may include manual checks of all exterior doors and windows.
- Assists school administrators with developing and applying the school security plan and with other security-related matters.
- Promptly reports any suspicious activities or person(s) found to appropriate school officials, and law enforcement, if appropriate; promptly reports to the appropriate personnel any suspicious activities found.
- Monitors social media and other online programs as well as camera systems.
- Ensures that all persons found on FCPS property after school or normal working hours have the proper authorization; takes appropriate actions to remove unauthorized persons from school premises.
- Cooperates with, and provides assistance to, fire and law enforcement personnel responding to alarms.
- Coordinates all fire, tornado and active shooter drills.
- Completes and submits all required reports and forms on a timely basis.
- Assists staff with safety and security problems; may perform minor maintenance repairs after hours.
- Must conform to all requirements pursuant to the Code of Virginia and the Virginia Administrative Code and required to maintain current certification as requested.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of standard security procedures and the regulations and laws relating to grounds and building intrusion and trespassing; ability to exercise good judgment under stressful and potentially dangerous conditions; ability to communicate effectively, both orally and in writing; and good interpersonal skills, including ability to interact in a positive, professional manner with students, staff, and member of the public. Ability to successfully complete compulsory certification training approved by the Virginia Center for School Safety within sixty days of hire.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school, plus three year of progressively more responsible experience in law enforcement, corrections or a security-related field. Must be able to obtain a School Safety Officer Certification through the Department of Criminal Justice Services. Applicants must be 21 years old at time of appointment.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Must hold the required law enforcement certifications in the Commonwealth of Virginia as pertains to legislation for a School Security Officer in order to carry a firearm. Possession of an appropriate driver's license valid in the Commonwealth of Virginia is required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.