

**Kankakee School District 111**  
**Security Officer Job Description**

**Qualifications:**

Holds a high school diploma or its recognized equivalent  
Background in security or criminal justice preferred

**Reports To:** Building Administrator

**Job Goal:** This position provides security for School District 111 students, staff, visitors, building, and property through patrolling building(s) and perimeters, including parking lots, to prevent unauthorized visitors or property damage and to provide general building security. Does related work as required by Kankakee School Administration.

**PERFORMANCE RESPONSIBILITIES:** (may be included but are not limited to the following)

1. Communicates effectively, both written and oral with students, administration, staff and co-workers.
2. Oversee and participates in security inspections dealing with any part of building(s), grounds, and other properties as assigned by administration and to work in conjunction with local law enforcement or fire personnel.
3. Make recommendations to correct or enhance any security issues that may cause harm to students, staff, or visitors. (Example, faulty door openers, etc.).
4. Actively responds to all incidents related to the safety and security of students, staff, and visitors (Example, fights, weather related issues, building issues, parking lot issues, etc.).
5. Ability to physically intervene utilizing appropriate techniques as provided in District training.
6. Collaborate with school administrators to set priorities and to provide professional services to students, staff, and visitors.
7. Demonstrate the initiative to be proactive in resolving issues, concerns, student behaviors or problems.
8. Utilizing in-house surveillance system to monitor hallways, entrances, and outside perimeters during times when classes are in session.
9. Monitor visitor's entrance and direct visitors to the locations in which they are visiting.
10. Check perimeter doors to prevent unauthorized visitors from entering school building, loitering, or trespassing on school property or grounds.
11. Inform school administrators of all student behaviors, issues, and/or problems.

12. Exercise respect and collaboration when interacting with students, staff, and visitors.
13. Monitor entrances, unloading/loading of buses, hallways, cafeteria areas at the start and end of day.
14. Complete all incident reports ASAP or by the end of your shift and file for future reference.
15. Escort students both in the building and also off the District grounds for various school functions.
16. Exercise confidentiality in regard to all work related situations.
17. May be required to perform additional security related duties when assigned by administration or designee.

5/2018