

# JOB DESCRIPTION

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| **Position Title**: | Security Officer | **Position Type:** Hourly |
| **Department**: | Safety & Security | **Classification**: Non-Exempt |
| **Reports To**: | Director of Safety & Security | |

## **Job Summary**

1. This position is responsible for providing uniformed security and safety for students, faculty, staff, visitors, and school resources 24/7/365. This position is responsible for assisting the Director of Safety & Security with the overall safety and security measures in place, to protect the campus population and resources on the TMI campus. As such, the individual must be professional, visible, trusted, flexible, and tuned in to every activity that takes place at the school. He/she should strive to gain the trust of students and parents and be watchful and vigilant during periods of pick-up and drop-off of students.
2. Must pass the personnel screening and background check required by the Diocese and successfully complete the presentation “Safeguarding God’s Children” within thirty (30) days of hiring.

## **Essential Job Duties**

1. Provide scheduled coverage of the Security Welcome Center and ensure that all vehicles entering the campus without a properly issued and authorized TMI decal are stopped. Screen and issue a visitor’s badge to each occupant after getting appropriate identification/information from them.
2. Stop all students leaving campus during the day and ask them for their authorization from the Attendance Office.
3. Control traffic flow, vehicle speed, and all fire lane parking violations
4. Monitor that all day students safely and timely leave the campus each day after school and athletic/special events.
5. Provide security of school resources by patrolling the campus and monitoring activities. Secure campus after normal operating hours to ensure doors are secured, parking lot lights working, and front and back gates closed.
6. Coordinate with the Director of Safety & Security regarding times the gates are to open and close at night, weekends, special events.
7. Work special events as assigned (Football games, Homecoming, Stars over TMI, Graduation, etc.).
8. Maintain understanding and familiarization with the school’s Emergency Operations Plan.
9. Attend monthly security staff meetings, and training events.
10. Maintain a professional, open, and friendly relationship with TMI parents, faculty, staff, and students.
11. Communicate any safety or security issues to the Director of Safety & Security.
12. Communicate any maintenance concerns to the Director of Safety & Security or the Facilities Director.
13. Assist the Director of Safety & Security as needed in other safety and security matters.
14. May be required to take a person into custody or deal with physical confrontation.
15. Shift work to include weekend assignments.
16. Other duties as assigned.

## **Required Experience, Certifications, and Licenses**

1. Texas Level 3 Commissioned Security Officer License (Current and Clear)
2. Experience as a Security Officer
3. Texas Driver License (Current and Clear)

## **Preferred Experience**

1. Experience as a Security Officer in an educational setting.
2. Prior Law Enforcement.

## **Physical Requirements**

1. Must be able to lift 50 lbs.
2. Be able to sprint 50 yards
3. Be able to climb multiple levels of stairs
4. Be able to stand for long hours, if necessary
5. May be exposed to extreme hot and cold weather

## **Education**

High school diploma