SCHOOL DISTRICT 70 - ALBERNI
JOB DESCRIPTION

TITLE: School Security Specialist
LOCATION: Assigned Schools (ADSS)
REPORTS TO: Administrative Officer (Principal)
DATE: June 2008

SUMMARY

Under the general direction of the Principal or designate, patrol assigned school premises and respond to incidents pertaining to the safety of students and District property, and assist in maintaining a positive school environment.

DUTIES

1. Patrol the building, premises and adjacent neighbourhood to assist the Administrators in maintaining a safe and secure environment for students, and to protect District property from damage or possible liability.

2. Identify and respond to activities and emergencies, which may disrupt normal school operations; intervene as appropriate to prevent conflict and report to the school Administrators. Request assistance from police and community agencies as appropriate.

3. Assist in establishing a positive school environment by creating and maintaining positive rapport with students, staff and the community. Encourage prescribed standards of conduct, behaviour and positive student attitudes.

4. Prepare reports as appropriate for the school Administrators.

QUALIFICATIONS

1. Grade 12 graduation or equivalent. Post Secondary courses in psychology, criminology or related courses is a definite asset.

2. Bondable.

3. Must hold a minimum of a BS 2 license from the Private Investigators and Security Agencies Act of British Columbia.
4. Excellent working knowledge of security and safety practices and procedures, investigative techniques and law enforcement practices for youth.

5. Able to communicate effectively with all age groups, assess emergency situations, remain calm under pressure and accurately document incidents.

6. Valid BC Class 5 Drivers License.

7. Level 1 First Aid and CPR.