Job Requisition #51009 - SECURITY OFFICER, ADMINISTRATION

**Description**

**Job Posting Template:** NON TEACH W/ SKILLS

**Position Description:**
- **Location:** EMILY GRIFFITH CAMPUS, SAFETY DEPARTMENT
- **Work Year:** Traditional 240 work days
- **FTE:** 1.0
- **Salary Range:** $15.81 - $18.93 per hour

**Essential Functions and Objectives:**

Provide proactive security services in order to promote a safe and secure environment for administrative buildings and facilities. Officers will comply with all District and Safety and Security procedures to promote a safe environment for all students, employees, guests and district assets.

- Performs routine transactions, assists team activities, interacts with stakeholders to solve problems or resolve complaints, gathers information, consults with management on actions to be taken in order to support short-term operations and ensure compliance.
- Performs data entry and verification, keeps accurate files/records, creates detailed reports, using various existing systems for accurate, timely, and compliant records.
- Receives, understands, and disseminates information to appropriate stakeholders. Answers questions, solves problems effectively and escalates appropriately. Demonstrates positive, optimistic and service-oriented mindset to ensure positive relations with stakeholders.
- Contributes to identifying process inefficiencies and proposes solutions, identifies opportunities through external research on trends in resources, programs, and services and internal research with stakeholders, and supports improvement efforts in order to support long-term success.
- Conduct random and scheduled patrols of assigned district sites, facilities and grounds.
- Take reasonable intervening action, when necessary, to prevent, or resolve disruptive activity or incidents, using appropriate restraint and force, as necessary.
- Notify local law enforcement officials about criminal activity as needed.
- Monitor, verify and authorize access of all employees, and visitors entering District facilities or grounds.
- Communicate, update and coordinate with security administration about potential activity effecting the safety and security of employees, visitors, facilities, and grounds.
- Write reports related to incidents that pose potential safety and security concerns to employee, visitors or district property.
- Develop and maintain effective and professional working relationship with site employees, local law enforcement, and related governmental officials.
- Attend and complete required training, initiating or requesting on-going training (e.g., safety and security techniques, procedures, and protocols and technology use).
- Greet visitors and staff entering building exercising good public relations skills.
- Answer the telephone promptly and in a courteous manner.
- Coordinate the delivery of all packages according to protocol.
- Provide break relief for Parking Control Specialist and office personnel as needed.
- Monitor surveillance cameras and access control system for illegally parked vehicles and other suspicious/criminal behavior.
- Work with facilities and custodial staff to maintain and support a clean and safe building for all.
- Coordinate all lost and found items.
- Follow all Emergency Response and Crisis Management procedures.
- Must work overtime and various hours as needed, including adjusted schedule during Board Meetings and other special events.

Physical & Environmental Conditions:


Knowledge, Experience & Other Qualifications:

- Demonstrated work experience in criminal justice (law enforcement, security) preferred.
- Knowledge with Microsoft Office products including Word, Excel and Outlook.
- Effective time management and organizational skills.
- Effective communication skills.
- Strong attention to detail.
- Effectively handle multiple demands and competing deadlines.
- The ability to take responsibility for one’s own performance.
- Work collaboratively with others on a team.
- Aptitude for variety and changing expectations and fast-paced environment.
- Ability to coordinate and work effectively with site employees.
- Ability to plan and organize work, at times with interruptions.
- Ability to problem-solve and make decisions quickly according to guidelines and with consideration to the safety and health of others.
- Ability to identify and detect unusual activity.
- Ability to communicate in English, both verbally and in writing.
- Bilingual (Spanish/English) preferred.
- Must qualify for and maintain a City of Denver Unarmed Security License; Employment is contingent upon successfully completing PPCT training, CPR certification, and First Aid training during the new hire academy and maintaining annual recertification requirements.

Education Requirements:

- High School Diploma or equivalent.
- Bachelor’s Degree in Criminal Justice, Business, Education, or related field preferred.

Other information:

The Safety and Security team strives to promote safe school communities by emphasizing Safety, Service and Enforcement. The Department provides a wide range of services that include armed patrol response, school based security, dispatch and communications, investigations, emergency preparedness, system specialists and administration. Our officers work closely with the Denver Police Department to ensure our schools remain safe for students and staff to learn and thrive. We incorporate the DPS Shared Values of Students First, Integrity, Equity, Collaboration, Accountability and Fun in everything we do and constantly look for opportunities to provide learning experiences outside of the classroom. Our officers are well trained on a variety of topics and we set high expectations for ourselves on being a service oriented department.

About Denver Public Schools:
Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

Under the leadership of Superintendent Susana Cordova and guided by the tenets of The Denver Plan, DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

* Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

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**Additional Information**

- Work Year Calendars (including accrued time off): http://thecommons.dpsk12.org/Page/1129
- Benefits (including DPS contributions): http://thecommons.dpsk12.org/Page/1397
- Compensation Structures: http://thecommons.dpsk12.org/Page/244
- Employee must live and work with a permanent home address in Colorado while working for Denver Public Schools.

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