

## COUNTY OF ALBEMARLE POSITION DESCRIPTION

<b>JOB TITLE:</b> School Security Assistant	<b>LOCATION:</b> Various
	<b>JOB CLASS CODE:</b> 20374
<b>IMMEDIATE SUPERVISOR:</b> Principal/Designee	<b>PAYGRADE:</b> 06
	<b>FLSA STATUS:</b> Non-Exempt

### **GENERAL DEFINITION OF WORK:**

Performs responsible para-professional, clerical and human support work assisting in student management and the safety and security of the school and grounds; does related work as required.

### **ESSENTIAL FUNCTIONS:**

- Supervises students in areas to include halls, cafeteria, auditorium, gymnasium, bathrooms, building doorways, and outdoor school property;
- Assists teachers in maintaining appropriate level of classroom behavior and control;
- Greets and direct visitors, maintain sign-in and sign-out procedures;
- Distributes student items, packages, passes, and other materials throughout the school;
- Escorts students to and from the office, classrooms, and other rooms when requested;
- Communicates effectively and timely with staff via radio;
- Operates security camera system and views recordings;
- Responds immediately to requests for assistance;
- Assists with fire/lockdown drills or emergencies;
- Assists with locating students;
- Assists School Resource Officer when requested;
- Supervises parking lot and bus area during student arrivals and departures; May direct buses;
- May assist with front office duties such as answering telephones and photocopying;
- Participates in team meetings; and
- Performs other duties as assigned by teachers, office staff, or principals.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to communicate and develop effective working relationships with students, parents, and staff; ability to prioritize; ability to follow procedures and directions; must be able to maintain order and control without physically restraining students. Must be high school graduate or hold equivalence of a high school diploma and be willing to seek and maintain CPR certification.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school including basic keyboard and filing training. Some supervisory experience preferred.

### **PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:**

Duties performed typically in school settings to include: classroom, gym, cafeteria, auditorium and recreational areas. Frequent walking, standing, light lifting, up to 40 pounds, and other limited physical activities are required. Occasional travel with students on field trips may be necessary. Occasional movement of students by wheelchairs and other mechanical devices may be required. Occasional lifting of equipment such as audio-visuals weighing up to 50 pounds may be required. Occasional attendance to building-level meetings and division-wide meetings and training activities beyond normal assigned hours is necessary. Daily personal close contact with students to provide classroom management and learning environment

support is required. Regular contact with other staff members, parents and the public may be required. Contacts with community and division-level staff may require considerable tact and diplomacy.

**EVALUATION:**

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.

**Date Approved:**    11/16/2017

**Date (s)**  
**Amended:**

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School Security Assistant  
3/13/2023

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