

Security Officer

The Piney Woods School is seeking an individual with the energy, passion and flexibility to serve as Security Officer (**flexibility to work 1st, 2nd or 3rd shift**). The successful candidate will appreciate and embrace the school's history, mission and values, but will also be committed to creating new possibilities for the school that will help to guarantee a strong and vibrant future.

The Piney Woods School was founded in 1909 on land known as the piney woods located near Mississippi's capital city of Jackson, emphasizing educating the head, heart and hands of every student through academic achievement, community service and occupational skills. The Piney Woods School endures today as the largest historically African American, independent, college preparatory, boarding school in the country. The school's current operating budget is supported annually through tuition and public and private support. The school holds assets of more than \$16 million including the school's property (a main campus, farm, and other real property) and a small, restricted endowment.

Qualifications:

- High school diploma or equivalent with at least two years of Security/Law Enforcement experience
- Must be at least 21 years of age, per insurance carriers' requirements
- Have CPR certification
- Relates well to children
- Well groomed; professional appearance
- Cheerful/pleasing personality

Knowledge, Skills, and Abilities:

- Ability to communicate effectively both orally and in writing with staff and the public
- Ability to understand and follow standard operating procedures
- Good working knowledge of security operations, safety practices in a school environment, and enforcement procedures
- Ability to investigate required incidents; prepare clear and comprehensive reports
- Ability for continuous physical effort, including bending, running, climbing, walking, lifting of some heavy equipment, and standing for long periods; exposure to inclement weather and unpredictable crisis situations; must be able to respond rapidly to emergency situations
- Ability to perform duties in a professional manner; must exemplify personal qualities of integrity, credibility, and dependability
- Ability to make independent and good judgment decisions within proper policy and procedures
- Ability to work irregular hours and/or split shifts
- Knowledge of human growth and development
- Good disciplinary skills
- Good human relations skills
- Willingness and ability to exercise safe work practices

Essential Duties and Responsibilities:

- Assist in securing and safeguarding the overall campus, which includes buildings and grounds, vehicles, equipment, as well as the physical safety of students, faculty and staff, and visitors
- Patrol the campus on a continuous basis on foot and/or in school assigned vehicle
- Assist in conducting campus investigations, writing reports, etc.; make sure investigations are thorough and conducted professionally. Reports are to be detailed with names, dates, times, location, witnesses, occurrence of event, etc.
- Assist in controlling all campus traffic, parking violations, speeding, etc.
- Assist the school in keeping weapons, alcohol, and drugs off the campus
- Participate and assist in all safety drills conducted by the school, i.e., fire, tornado, evacuation, etc.
- Report all accidents and injuries immediately to the appropriate individuals
- Conduct routine security checks of all buildings and complete checklist, i.e., buildings locked, lights on/off, vandalism, students in restricted areas, etc.
- Check and/or log out all school vehicles when exiting the campus; make sure vehicles are clean and undamaged and mileage is recorded upon each check in and check out
- Properly check and/or log in appropriate information on all vehicles entering the campus; if vehicle cannot be easily identified, stop vehicle for clarification; properly check-out vehicles leaving the campus to make sure students leaving the campus submit an approved checkout form to exit the campus

- Carry out work assignments independently as assigned
- Drive school's vehicles as needed
- Exercise proper and safe work practices

Additional Responsibilities:

- Stay abreast of current laws, security codes, campus security, etc.
- Carry out all school rules, policies and procedures
- Help enforce students' code and report violators
- Perform other related functions as requested by your supervisor or administrative staff

Special Requirements:

- Maintain a valid statewide security gun permit
 - Possess and maintain a valid Mississippi driver's license
 - Work various shift(s) as assigned
- Maintain appropriate uniform attire at all times during work shifts