

Job Title: SCHOOL SAFETY TECHNICIAN
Reports to: District Chief of Police
Dept./School: Security/Police
Wage/Hour Status: Non-exempt
Date Revised: April 17, 2023

Primary Purpose

School Safety Technician primary purpose is to monitor security cameras, emergency management systems, access control systems that the district uses to secure its facilities.

QUALIFICATIONS

Education/Certification

High school diploma or GED
Two (2) year associates degree, preferred

Special Knowledge/Skills

Experience working in a school environment, preferred
Ability to send, receive and follow instructions on a two-way radio
Ability to collaborate with faculty, staff, administration, and parents
Ability to communicate clearly and effectively, verbally and in writing
Strong organizational skills, attention to detail, and follow-through
Positive attitude, patience, and flexible approach

Experience

Experience in working with security cameras, emergency management systems, access control systems, and fire/alarm systems, preferred

MAJOR RESPONSIBILITIES AND DUTIES

Visitor and Emergency Management Systems

1. Create and maintain user databases and user access on different platforms.
2. Create and maintain alert notifications for emergency events.
3. Assist campuses with visitor reports.
4. Assist in training end users on visitor and emergency management systems.
5. Assist in lockdown or active shooter drill and/or events.
6. Manage emergency drill schedules.

Access Control Systems

7. Maintain and create district security badges.
8. Maintain access control systems.
9. Create and maintain door schedules for regular and after school activities.
10. Contact support for issues with access control systems.
11. Maintain lockdown procedures.

Video Surveillance

- 12. Manage and monitor district security cameras.
- 13. Manage, maintain, and troubleshoot school district security officers body cameras and download footage as needed.
- 14. Manage video requests.
- 15. Manage user access to video surveillance systems.
- 16. Contact Technology department for troubleshooting issues.

Security Alarm/Fire Alarm Systems

- 17. Troubleshoot and contact support for trouble codes.
- 18. Maintain districts alarm codes.
- 19. Point of contact for security system vendors.

Other

- 20. Perform other duties assigned by supervisor.
- 21. Maintain confidentiality of information.
- 22. Reports to work on time, dependable.
- 23. Self-motivated, stays on task.

Supervisory Responsibilities

None

EQUIPMENT USED

Desktop Computer, Communications devices (Desktop phone, Cell Phone, Police Radio), Mobile apps, Police body cameras

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Work with continuous sitting, maintain emotional control under stress, repetitive hand motions, prolonged use of computer, and occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____