Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 3/13/2025

School Security Officer

Pay Scale: B
Level: 11
FLSA Status: Non-Exempt
Job Family: Safety & Security
Primary Location: School-Based

Department Overview
The Superintendent's Office provides leadership and guidance to all school sites and administrative offices throughout the Division. The Office works closely with the School Board to interpret policy, assure compliance, and provide strategic direction to the Division to meet the needs of students, parents, families, employees and community members. Additionally, the Office is home to the Division's internal audit; ombuds; legal counsel; diversity, equity, inclusion and accessibility; and safety and security operations.

Job Overview
The School Security Officer reports directly to the Division of Safety and Security and assists the school Principal to help provide a safe environment for all students, staff and visitors. The School Security Officer assists the Principal in all things safety and security including school regulations regarding conduct. An employee in this position will respond to complaints of losses of personal and school property, develop procedures to deter violations of the student code of conduct, and assist in the establishment and formal audit of local security and safety procedures, including the crisis management plan. The School Security Officer relates well and communicates with students, school staff, and the school community.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Assists in general supervision of maintaining order within the school grounds and buildings
- Assists with administrative enforcement of school regulations regarding conduct, and safety and security protocols
- Responds to complaints of losses of personal and school property; assists in the investigation of violations of the student code of conduct; develops procedures to deter trespassers from school property
- Acts as a mentor and positive adult role-model to students
- Serves on the school-based threat assessment team
- Provides student safety and supervisory assistance on school premises
- Assists with parking enforcement on school grounds and reports accidents on school property
- Assists in the establishment and audit of local safety and security procedures including the crisis management plan
- Assists with and coordinates safety and security training for school-based personnel
- Assists with developing effective school-community relations and in maintaining a human relations climate which promotes a positive school environment

- Serves as liaison between law enforcement, fire safety officials, and school administrators
- Represents the school in court, as needed

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

High School Diploma or GED (Bachelor's Degree)

Experience

Experience supervising school-age children or young adults in any of the following or similar areas: law enforcement, security, juvenile justice system, teaching, teacher's assistant, coaching, counseling, or tutoring

Licenses and Certifications

Current valid driver's license

Knowledge, Skills and Abilities

- Ability to enforce regulations regarding student safety and conduct
- Ability to relate to, communicate with, mentor, and supervise students
- Ability to supervise and assist in implementing intervention programs and safety plans for students displaying unacceptable behavior
- Ability to communicate, understand and carry out written and oral instructions, and to prepare clear and comprehensive oral and written reports
- Ability to monitor student behavior and deter inappropriate behavior on school grounds and property
- Ability to present security information and training orally in front of school administrator and staff in a clear and effective manner

Physical Requirements and Environmental Hazards

The following provides an overview of typical physical requirements and environmental hazards for this job:

	Rare	Occasional	Frequent	Regular
Lift or move 26-50 pounds		X		
Lift or move more than 50 pounds	X			
Climb/Descend (ladders, scaffolding, ramps, poles, etc.)		X		
Balance				X
Stoop			X	
Kneel		X		
Crouch/ Squat		X		
Crawl	X			
Reach				X
Stand				X
Sit	X			
Walk				X
Push	X			
Pull	X			
Bend/turn/twist head or neck				X
Bend/turn/ twist waist				X

Manipulate (pick, pinch, etc. with fingers)			X	
Grasp			X	
Feel	X			
Talk				X
Hear				X
See				X
Remain stationary	X			
Travel by foot				X
Travel by transport	X			
Repeat hand/arm, wrist/finger motion	X			
Repeat leg/ foot/ toe/ ankle motion	X			
Operate motor vehicle	X			

	Rare	**Occasional**
Extreme heat	X	
Extreme cold	X	
Inclement weather	X	
Intense noise	X	
Chemicals, bodily fluids, infectious diseases	X	
Challenging physical interactions (biting, hitting, throwing objects, encroaching, etc.)		X

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.