



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 3/13/2025

Lead School Security Officer

Pay Scale: B

Level: 12

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 Lead School Security Officer works directly with the Safety and Security Coordinator and the local school Principal to provide student safety and supervisory assistance on school premises and to enforce school regulations regarding conduct. An employee in this position will respond to complaints of losses of personal and school property, develop procedures to deter trespassers from school property, and assist in the establishment and formal audit of local security and safety procedures, including the emergency response plan. The Lead School Security Officer relates well and communicates with students, school staff, and the school community. In locations with multiple School Security Officers the Lead School Security Officer is responsible for coordinating the SSO activities and reports at their school.

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 Safety and Security Coordinator in scheduling, planning, and supervising the work of other SSO's
- Coordinates activities of SSOs within the school
- Acts as the primary Safety and Security point of contact within the school
- Primary liaison between the school administration and first responders
- Assists in general supervision of school grounds and buildings; assists with administrative enforcement of school regulations regarding conduct; responds to complaints of losses of personal and school property; develops procedures to deter trespassers from school property
- Provides student safety and supervisory assistance on school premises
- Oversees and coordinates parking and bus regulations on school grounds and reports accidents on school property
- Assists in the establishment and formal audit of local security and safety procedures including the emergency response plan
- Assists with developing effective school-community relations and in maintaining a human relations climate which promotes a positive school environment
- Serves as liaison between Loudoun County law enforcement and fire safety officials and school administrators. Represents the school in court, as needed

- Coordinates the student Crime Solvers program

Qualifications

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

Education

Bachelor's Degree in Law Enforcement or related field

Experience

Two (2) years of responsible work experience involving monitoring and enforcing appropriate modes of conduct

Licenses and Certifications

Valid driver's license

Knowledge, Skills and Abilities

- Knowledge of rules and regulations regarding student safety and conduct and the ability to enforce those regulations
- Ability to relate to, communicate with, and supervise young adults in order to help establish and maintain effective relationships with parents and the public
- Ability to supervise and assist in implementing intervention programs for students displaying socially unacceptable behavior
- Ability to understand and carry out written and oral instructions, and to prepare clear and comprehensive oral and written reports
- Sufficient mobility to patrol school hallways and grounds and to monitor student behavior, deter inappropriate behavior, and apprehend students
- Sufficient vision to observe students and trespassers up to 100 yards away

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				
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.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more

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than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.