



SCHOOL SECURITY SUBSTITUTE

To Apply

Posted: April 28th, 2021

Position Title: School Security Officer

Job Type: Substitute/Fill in as needed

Start Date: As soon as possible

Organization Name: Grace Cascade Christian Schools

Location: Medford, OR 97504

School Website: www.gracechristian.org

Contact Person: Kristin Eaton, Human Resources

Contact Phone: (541) 608-1315

Contact Email: keaton@gracechristian.org

Minimum Requirements: Have current Oregon DPSST certification as an Armed/Unarmed Security Professional. If applying as an Unarmed Professional, must have the ability to obtain an Armed Certification as outlined by DPSST. Minimum 1-year security, law enforcement, or related experience.

Apply online: www.gracechristian.org/about-us/employment

Job Description

Title: School Security Officer Substitute (Fill In Position)

Status: Non-Exempt Employee/Classified Hourly

Reports to: SSO Coordinator

General Description: Responsible for the safety and well-being of students, staff and school facilities on behalf of the regular SSO when they are absent. Supervises and monitors students within and outside the school building, enforcing appropriate student behavior, communicating with students regarding issues and/or behavior, escorting students and/or unauthorized visitors, assisting with fire drills and other threats.

QUALIFICATIONS:

Spiritual

- Has received Jesus Christ as his/her personal Savior.
- Believes that the Bible is God's Word and standard for faith and daily living.
- Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct.
- Is a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
- Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Supports schools' mission, vision, and core values.
- Is willing to sign our Employee Lifestyle Agreement.

Knowledge and Experience

- Must be able to communicate well with students, staff and parents.

- Consistently exhibits a positive attitude toward life and toward people.
- Is a positive example in appearance, posture, language, etc.
- Must demonstrate honesty, good character, public trust, fair treatment of others and respect for the laws of this state and nation.
- Presents a positive representation to students, parents and the community.
- Works successfully with families and staff.
- Listens to others without interrupting; keeps emotions under control.
- Maintains confidentiality.
- Welcomes counsel and constructive critique.
- Ability to interact appropriately in potentially volatile situations.

ESSENTIAL FUNCTIONS

Spiritual Leadership

- Reflects the purpose of the school which is to honor Christ in every activity.
- Models in speech, actions, and attitude, a consistent daily walk with Jesus.
- Encourages students to accept God’s gift of salvation and supports their growth in Christian faith.
- Follows the pattern of problem-solving described in Matthew 18:15-35 in resolving conflicts involving students, parents, administration and staff.

Position Responsibilities

- Responsible for the safety and well-being of students, staff and school facilities on behalf of the regular SSO when they are absent.
- Meets criminal history standards of ORS 181.875.
- Be of good moral fitness as determined by a criminal background check, department investigation or other reliable sources. A lack of good moral fitness includes, but is not limited to, mandatory and discretionary disqualifying misconduct as described in OAR 259-060-0300.
- An applicant as an armed private security professional must not:
 - Have been committed to the Mental Health and Development Disability Services Division under ORS 426.130, or similar order in another jurisdiction.
 - Have been found to be mentally ill and subject to an order under ORS 426.130 prohibiting the person from purchasing or possessing a firearm as a result of that mental illness.
 - Be prohibited under US Code Title 18. Section 922(g)(8) (relating to civil restraining orders including stalking or harassment) from possessing a firearm in interstate commerce.
 - Be prohibited under any law of this state or federal law from purchasing, owning or possessing a firearm.
- Have current Oregon DPSST certification as an Armed/Unarmed Security Professional. If applying as an Unarmed Professional, have the ability to obtain an Armed Certification as outlined by DPSST.

- Maintains knowledge of all school policies and procedures for school grounds including “Crisis Plan” procedures.
- Supervise and monitor the interior and exterior of the school building before, during and after school to ensure the safety and welfare of students and staff and to ensure the safety of school facilities.
- Operate and monitor school security cameras.
- Ability to collect or preserve evidence that is crime related to turn over to Medford police.
- Watches for disturbances, unauthorized visitors, or criminal activity. Assess danger and calls for assistance if necessary.
- Reports illegal activities, questionable or unsafe conditions or problems with security to the principal or administration.
- Escorts unauthorized personnel from the campus as needed.
- Assists in carrying out Emergency Response Plans in the event of an actual crisis.
- Recommends improvements in security and safety of facilities to the principal or designee.
- Establish and maintain effective, Christ-centered relationships based on mutual respect and trust and work collaboratively with students, staff and parents.
- Assists in resolving conflicts and similar problem situations between students.
- Cooperates with law enforcement agencies and may investigate thefts, accidents and neighbor complaints.
- Documents any incidents when use of force is used and documents when trespassers are removed, or charges are filed.
- Completes all trainings and background screenings by due date as assigned by Head of Schools or Administration. Including, but not limited to, Child Abuse Identification and Prevention, Oregon State and Federal mandated trainings, and OSHA trainings.

Physical Demands

Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

- Sit and Stand for extended periods of time.
- Exhibit manual dexterity to dial a telephone, enter data into a computer.
- See and read a computer screen and printed material with or without vision aides.
- Must have good depth perception, peripheral and distance vision.
- Hear and understand speech at normal classroom levels outdoors and on the telephone/security radio.
- Speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone/security radio.
- Physical agility to lift or move up to 100 pounds.
- Ability to bend, stoop, climb stairs, reach overhead, and move classroom furnishings.
- Must be physically able to wear a bullet proof vest when patrolling school campus and while outside of the office. Provision may be made when outside temperatures reach 90 degrees or above.

Note: *This job description in no way states or implies that these are the only duties to be performed by this employee. The position will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate school administrator. This is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Grace Cascade Christian Schools reserves the right to update, revise or change this job description and related duties at any time. It is understood that this position is a substitute (fil in) position, only scheduled when a regularly scheduled employee is absent.*