SECURITY OFFICER

Summary
The Security Officer maintains a safe environment for students, employees, and visitors. Additionally, he/she assists students, employees and visitors with security concerns or incidents. The Security Officer is the first Mid-Pacific Institute employee that the public comes into contact with for entrance onto campus and/or to seek information. This position requires excellent communication skills, professional approach and appearance and the ability to apply good judgment in the performance of duties. Work hours may include day, evening, weekend and overnight shifts.

Essential Duties and Responsibilities include but are not limited to the following:

- Actively patrols the campus for security and safety of students and staff.
- Patrols school premises to prevent and detect signs of intrusion, and/or suspicious activity.
- Ensures buildings and gates are locked and secured and all persons have left campus.
- Monitors and authorizes persons entering campus.
- Maintains a log of all visitors and issue visitor passes.
- Provides a visible presence.
- Maintains a working knowledge of the location of all departments, buildings and access routes.
- Maintains a working knowledge of the operation of the camera system, portable radios and other equipment as deemed necessary.
- Patrols parking lots to ensure only authorized vehicles are parked. Issues parking violations for unauthorized vehicles when necessary.
- Warns persons and enforces infractions or violations; escorts violators from premises, or calls appropriate authorities when necessary. If an incident warrants using force, uses only that amount that is necessary.
- In an emergency situation, calls police, fire or ambulance.
- Reports any safety violations to supervisor.
- Maintain a log of all found property turned over to Security.
- Provides professional traffic control.
- Must be able to perform duties in the event of an emergency situation as listed in the Crisis Response Plan.
- Is familiar with school activities and responsibilities.
- Communicates emergency, safety, suspicious or criminal activities to the appropriate administrators in a timely manner.
- Monitors cafeteria during lunches.
- Monitors general student behavior on or in proximity to campus.
- Documents accurately all behavioral incidents, sending student refers or reports to deans as appropriate.
- Coordinates with deans and principal or assistant principal(s) regarding individual student behavior as needed.
- Delivers notes from administration to students as needed.
- Picks up students to bring to the deans and nurse.
- Transports injured students to class.
- Sets up and updates student behavioral records in student records database when necessary.
- Prepares and distributes reports to Deans, Principals and President, as needed.
- Prepares inventory and requisition of supplies (parking passes, locks).
- Maintains a daily log of all activities.
- Writes reports of any irregularities, such as equipment or property damage, theft, presence of unauthorized person or unusual occurrences.
- Coordinates locker selection and lock distribution.
- Oversees Penalty Work during lunch
- Schedules and supervises Saturday school.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- Must be able to remain calm and provide assistance in crisis situations and follow protocol as required.
- Must be able to work well with individuals of diverse cultures and especially well with children and adolescents.
- Must be detail oriented and communicate clearly, verbally and in writing.
- Must be able to work cooperatively with a variety of staff members.
- Must have good interpersonal skills to effectively communicate with students, parents, staff and visitors.
- Must be able to perform duties without direct supervision.
- Must keep department matters confidential.
- Must be able to speak and conduct him/herself in a respectful and professional manner at all times.
- Must be able to take direction in a cooperative, respectful and professional manner.
- Must be able to perform duties as required.
- Effective written and oral communication skills in the English language.
- Valid Hawaii Driver’s License and good traffic abstract.
- Exemplary professional image and attitude.
- Must clear the drug screening, physical and fingerprint/background check requirements.
- Good judgment.

Certificates, Licenses, Registrations (may be provided by employer upon hire)
Current First Aid and Adult CPR certification
State of Hawai‘i Security Guard registration
Education and/or Experience
Must have a high school diploma and experience working with middle and high school students.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Our campus consists of multiple buildings on 44 hilly acres that requires frequent walking including uphill and stairs. The employee may be required on a daily basis to frequently, unless otherwise noted, lift up to 50 lbs; stand and sit throughout the day; walk to different areas on campus (athletic complex, school offices, school store, copier room, fields for fire drills) to supervise students. Finger dexterity required, manipulating objects with fingers rather than with whole hand(s), for example, using a keyboard. Must be able to respond quickly by foot in emergency situations.

Mental Demands
- On a daily basis, must frequently problem solve, make decisions, interpret data, organize, write, plan and communicate.
- On a daily basis, must analyze information and evaluate results to choose the best solution and solve problems.

Equipment Use
- Telephone, radio, golf cart, computer
- Use of computer software for word processing and spreadsheets (e.g. Word, Excel); use of Google Apps for Education suite of applications including email and calendar; security camera monitoring software.

Work Conditions
- Outdoor frequently
- Loud noises
- Wet, cold and hot temperatures
- Long periods of standing and walking

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.