

The Howard County Public School System

Job Analysis

JOB TITLE: Security Assistant

DOT/O*NET Code: 372.667-038; 33-9032.00

POSITION INFORMATION

Summary of Duties: The Security Assistant is responsible for monitoring the safety of the students, staff, and visitors using the school building/facilities. With the assistance of surveillance cameras, the Security Assistant monitors all movement throughout the building and immediately outside of the building. The Security Assistant may be assigned to a school parking lot, where arrivals and departures can be observed. The Security Assistant works in coordination with a Howard County Police Officer and the school administration. This is a 10-month position.

Essential Job Functions:

- Monitor student conduct in and around the school building and school property, including parking lots.
- Patrol the hallways, and observe student behavior throughout the building, including checking for appropriate passes.
- Ensure that all doors that are designated to be locked remain locked.
- Enforce parking regulations.
- Ensure that visitors to the school sign in, obtain, and wear a visitor's badge, or leave the building or grounds. Notify police of trespassers.
- Intervene in the event that misconduct is observed
- Report all criminal activity to the Howard County Police Department; document observations of such activity for prosecutorial purposes.
- Responsible for attending court sessions, if involved.
- Prepare written reports of action taken as related to interventions with students, staff, and/or visitors.
- Report any hazardous situations observed in or around the building.
- Communicate in a positive and effective manner with staff, students, and visitors.
- Assist in investigation of thefts.
- Identify students engaging in inappropriate activity, as necessary; contact parents/guardians once the students have left school property.
- Direct traffic, as required
- Review reports on newly admitted students, as appropriate.
- Attend required staff meetings and in-service trainings.
- May assist with residency investigations.
- May provide security for extracurricular activities, including sporting events, special events, and graduations.
- May serve on Crisis Team, and assist with emergency planning operations.

- At the direction of the administrator and in the presence of the administrator, may be requested to search and confiscate illegal items; searches of individuals must be conducted in the presence of an administrator, and can only be done with students who are the same sex as the Security Assistant.
- May have to secure individuals if a person is in danger of being harmed.
- May be responsible for providing security/monitoring of students for Saturday school and/or summer school.

Machinery, Tools, Equipment, Work Aids Used:

- Surveillance cameras
- Radios/walkie talkies
- Safety/visibility vests for directing traffic
- Laptop
- Photo camera
- Telephone
- Office supplies (paper, pens, pencils, notebooks, paperclips, stapler, etc.)
- Filing cabinets
- Vehicle

Products/Materials Handled:

- Confiscated items
- All items listed above under machinery, tools, equipment, and work aids used

EDUCATIONAL/VOCATIONAL PREPARATION

- High school graduate or equivalent
- Two years of security-related experience

REQUIRED CERTIFICATES/LICENSES

- Valid Maryland Class C Driver's License with a good driving record.
- CPR certification, including use of AED, within 90 days of employment.
- First Aid within 90 days of employment.
- Blood borne pathogen training is provided.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of procedures and practices for maintaining a safe environment.
- Basic understanding of laws of arrest and investigative detention.
- Knowledge of business English, spelling, grammar, and methods of recordkeeping.
- Excellent oral and written communication skills.
- Strong interpersonal skills, particularly when interacting with teens and young adults.
- Ability to communicate effectively with students, staff, and visitors.
- Ability to intervene physically, when necessary, in accordance with Maryland law and school policy.
- Ability to walk for extended periods of time.
- Ability to work independently.
- Ability to maintain confidentiality.
- Ability to work a flexible schedule.

JOB SITE ENVIRONMENT

Work Site

- From 5% to 95% inside, depending upon assignment
- From 5% to 95% outside, depending upon assignment

Temperature Factors

- Exposed to weather conditions when outside.
- If stationed in a parking lot, the Security Assistant is generally inside a vehicle.

Noise Factors

- Exposed to crowd noise during sporting events.
- Exposed to intermittent noise in the hallways between classes, and from bells and alarm systems.

Vibrations

- N/A

Air Quality Factors

- N/A

Working Surface

- Carpet
- Tile floors
- Wooden gymnasium floor
- Stairs
- Ladder to roof
- Blacktop and cement surfaces outside
- Athletic fields
- Natural ground

PHYSICAL REQUIREMENTS – Security Assistant

Non-Material Handling:							
Not Required		Rarely <1%	Infrequently <8%	Occasionally <33%	Frequently <66%	Constantly >67%	
N	R	I	O	F	C	<i>Description of Requirements at one time and throughout the shift</i>	
		X					May need to bend to search, restrain, or secure a student. Alternatives to bending may include squatting and kneeling.
			X				May need to squat to search or restrain a student. Alternatives to squatting may include bending and kneeling.
	X						May need to kneel to search or restrain a student. Alternatives to kneeling may include bending, and squatting.
	X						The hands and knees position may be required while restraining a student.
				X			Most surfaces are level and even. Needs to be able to walk on uneven and inclined surfaces outside the school. Good balance and agility are needed when intervening in a fight or restraining a combative student or trespasser.
	X						Not usually needed but full flexibility and agility are needed when intervening in a fight or restraining a combative student or trespasser.
			X			2	Usually limited to 10 - 20 minutes at a time during computer use or report writing. In some locations it is necessary to monitor students outside most of the day. ² A worker may prefer sitting in a parked car, during inclement weather.
					X		Standing may be needed for sustained periods during class changes, bus loading and unloading, or special events. Most often standing is alternated with walking during the school day to monitor student activities, and ensure building security.
					X		Depending on work location, and as required for special activities, regular sustained walking for longer periods may be required.
	X						Usually not needed. In some locations may be required when monitoring student or trespasser activities outside the building.
			X				Most of the day is spent alternating between standing and walking.
					X		Needed to manipulate pen and paper, use keyboard and mouse, and operate a communications radio.
					X		Needed throughout the day to check door locks and lock and unlock doors.
	X						May need to operate personal vehicle.
	X					2	Many schools are on one level. ² In some locations frequent stair climbing may be needed, or walking on school grounds may require hill climbing.
	X						Not usually required. It may be needed to access roof ladder to monitor unlawful student or trespasser activities.
	X						May be required to appear in court. In some locations 2 to 3 times a month.

Material Handling:							
Not Required		Rarely <1%	Infrequently <8%	Occasionally <33%	Frequently <66%	Constantly >67%	
Repetitions per day		1-10	<25	<100	100-500	500+ per day	
N	R	I	O	F	C	<i>In pounds</i>	
Lift Floor to Knuckle	100+	--	--	--	--		Whole body agility and self-defense skills are needed to be able to break up fights and restrain a combative student, trespasser or parent to prevent harm.
10 in. to Knuckle	100+	--	--	--	--		May be needed to restrain and secure a combatant.
Knuckle to Shoulder	40+	--	--	--	--		
Shoulder to Overhead	--	--	--	--	--		Pushing and pulling are constantly needed to open and close doors.
Push	50+	--	--	--	5		
Pull	50+	--	--	--	5		
Carry	100+	--	--	--	--		

JOB ANALYSIS REVIEW

Printed Name

Signature

Title

Howard County Public School System

Date

JOB ANALYSIS PREPARATION

Nancy Forest, M.A. CRC, CCM, CDMS, CLCP
Printed Name

Signature

Senior Rehabilitation Case Manager
Title

First Rehabilitation Resources, Inc.
Company

Date

Michael Caruso, PT, OCS, FAAOMPT
Printed Name

Signature

Industrial Physical Therapist
Title

Occupational Rehabilitation Associates
Company

Date