

# Columbia Academy

## Job Description

### Security Officer

*Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy is seeking staff applicants who are active members of a congregation of a church of Christ. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.*

**TITLE:** SECURITY OFFICER

**REPORTS TO:** DIRECTOR OF SECURITY

**PAYROLL STATUS:** Salary, Exempt, FULL-TIME, TEN MONTH

**TYPICAL HOURS:** Monday through Friday 7:30am-3:30pm and attendance at after school events as needed.

**PURPOSE AND SCOPE OF THE POSITION**

The Security Officer reports to the Director of Security and assists in the overall security, safety and well-being of Columbia Academy students, employees and facilities. The Security Officer will serve on both the Columbia and Spring Hill campuses to help ensure that all students, parents, staff, and visitors are provided a safe, secure and welcoming environment.

**MAIN RESPONSIBILITIES AND JOB TASKS**

1. Serves daily as an armed security officer on campus and at campus events. Establishing a roving physical presence on campus, interior and exterior of buildings, parking areas, and campus grounds and developing good relations with students, parents, staff, and visitors.
2. Demonstrate a high level of awareness, good judgment, and critical thinking skills in all aspects of the position. Utilize experience and skills to respond appropriately to emergencies.
3. Respond to emergency situations when needed and render aid accordingly. May perform first aid and assist police, fire, EMS, and other responders. Act as a liaison with local law enforcement agencies.
4. Work school events (ie. graduations, sporting events, class parties, etc.) as needed.
5. Participate in regular emergency preparedness drills. Assist in ensuring that all safety equipment, first aid supplies and facilities are in safe and working condition.
6. Report all incidents, emergencies, or other notable events to the Director of Security in a timely manner.
7. Perform any duties and responsibilities that are within the scope of employment, as assigned by supervisors, and not otherwise prohibited by law or regulation.
8. Maintain a functional understanding of Columbia Academy's Crisis Management Plan.
9. Abide by all school policies, including, but not limited to, the faculty-staff handbook.

## **KEY COMPETENCIES**

1. The ideal Security Officer shall
  - Have prior Armed Guard, Law Enforcement or Military experience, ideally in a school setting.
  - Have earned a college degree or its equivalent.
2. The Security Officer must demonstrate the following skills:
  - Hold and maintain a valid driver's license with no serious violations and clear a criminal history background check.
  - Hold and maintain an Armed Security Officer/Guard License
    - Requirements for license can be found at <https://www.tn.gov/commerce/regboards/pps/licensee-applicant-resources/get-a-license.html>
  - Demonstrate competency in carrying and using a firearm in a school environment.
  - Ability to show self-restraint in challenging situations, to deal tactfully and effectively with a wide variety of people.
  - Ability to act calmly and rationally in an emergency.
  - Ability to articulate observations, explain actions, and write clear and concise reports using appropriate grammar and vocabulary.
  - Ability to work with minimal supervision, and manage multiple priorities effectively.
  - Ability to operate computer equipment and a two-way radio.
3. The Security Officer must demonstrate the following personal attributes
  - A member in good standing of a local church of Christ being fully committed to their Christian faith in belief and practice.
  - Be completely honest, trustworthy, dependable and ensure strict confidentiality.
  - Display a kind and cooperative attitude at all times and exhibit a personality that demonstrates interpersonal skills to relate well with students, parents, staff and visitors.
  - Communicate with others in a professional, and respectful manner. The use of foul language will not be tolerated.
  - Possess cultural awareness and sensitivity.
  - Feel comfortable with working in a team environment or individually.

## **WORKING CONDITIONS**

The Security Officer may spend a significant period of time inside and outside as well as standing, walking, and moving, which may cause muscle strain. The Security Officer will need the appropriate health, strength, and personal fitness to perform the physical demands of the job. Columbia Academy is a tobacco and drug free campus.